Family Therapy Practicum and Internship Handbook

Family Therapy Program
Valdosta State University

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Part IV – All About Internships

Introduction to This Handbook

Welcome to the clinical world of therapy. You are about to begin practicum, the practice part of your education, during which you receive clinical training and experience at the Moore Street Clinic, VSU's family therapy clinic, and/or at an internship site in the community. For the next year or more of your life, in addition to your academic work, you will be spending a great deal of time working directly with people. The practicum experience is designed to help you pull together practice and the theoretical aspects of your education. It is during the year of practica that you apply your theoretical thinking and begin building clinical skills in actual practice. It is your first opportunity to apply your classroom learning to real people and real problems. The practica assist you in building skills and give you some of the experience that you will need to be successful in a variety of therapeutic and employment situations.

One of your graduation requirement is the accrual of a total 500 client contact hours, one half of which (250) must be relational (couples and/or families). These hours are accrued during the year that you are registered for practica. If, at the completion of the required consecutive three practica, you do not yet have both 250 relational hours and a total of 500 client contact hours, you must register for either MFTH 7980, Internship in Marriage and Family Therapy, or for additional practica (space permitting) until these requirements are met. The MFT Program or faculty cannot guarantee that you will graduate on your projected goal-date. Client contact at both the Moore Street Clinic and at internships is variable and cannot be predicted. For definitions and further explanation, go to Part III – All About Client Contact And Supervision Hours.

Among other things, this handbook will explain what client contact hours are, how many you need, what you will need to do to get them, provide examples of the forms that you need to document client contact hours, describe the steps that you need to take to get established at an internship site and in your first practicum, and much, much more. You are responsible for familiarizing yourself with the contents of the handbook.

I hope your practica experience is a most rewarding one.

Martha Laughlin
Clinical Director

Part I

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All About Practica
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Working On Your Own At The Clinic

Your practica experience runs for one year, across three consecutive semesters. It is during this time that you will accrue the required 500 hours of client contact and 100 hours of supervision. These hours can be accumulated at just the Moore Street clinic, if you choose, or as a combination of work at the Clinic and one or more internship sites.

Clinical Readiness Policy

You are assessed for clinical readiness at two levels:

1.) The first faculty assessment of clinical readiness ascertains whether the student is ready to begin practica, a phase of your graduate study that entails face-to-face contact with the public. Students are screened for personal and academic readiness to enroll in clinical practica. Screening for personal maturity and the ability to manage peer and faculty interactions occurs during all coursework that is taken prior to the submission and evaluation of the application to Clinical Practicum. Evaluation of students' readiness to enter practicum is based on faculty observations of a student's ability to manage responsibility, integrate core concepts necessary for clinical practice, and interact with others in a professional, sensitive and compassionate manner. Students should be aware that required group projects are one area that can test student's ability to work as a team, manage stress and responsibility, and resolve differences in a professional manner. Students receive feedback about their maturity and ability to manage collegial relationships as a part of classroom assessment. In addition, the MFT faculty members meet and review each Application to Clinical Practicum.

2.) The second level of clinical readiness occurs after a student has begun practicum, when the faculty member who is serving as the student's supervisor must determine whether a student can be released to work with clients on his or her own, without a faculty supervisor present. This determination is usually made by observing the student work in the room with a client. The decision to release a student to work with clients without immediate and direct supervisory presence guided by an assumption of "first do no harm" (Becvar, Becvar, & Bender, 1982, p. 385). When the faculty supervisor, given all that she knows about a given student, can say that she does not believe that the student would harm a client if left to work alone, outside the presence of a supervisor, then the faculty member can ethically and reasonably release an otherwise inexperienced student. The faculty agrees that many, perhaps most, of these beginning students may not yet be able to facilitate change; however, as long as the student can work ethically, professionally, respectfully, and responsibly, he or she is deemed ready to begin an important phase of becoming skilled: working with the public.

Reference

Becvar, L. I., Becvar, D. S., & Bender, A. E. (1982). Let us first do no harm. *Journal of Marital and Family Therapy*, 8, 385-391.

The Buddy System

Whenever you are in the Clinic with clients, there must be at least one other person from the program in the building with you. This can be a co-therapist, a team member, or a fellow-student who is willing to simply be in the building while you see the client. One convenient way to do this is to coordinate your schedules, so that you and a colleague have clients at the same hour in different rooms. If, in your judgment, there is no risk being alone in the clinic, then you may seek supervisor permission to do so.

Assignment of Cases to Therapists

Once your practicum supervisor has given you permission to begin seeing clients at the clinic on you own, you will submit a Therapist Availability form, which tells the GA's what days and hours you want to see clients at the clinic. You will receive cases in the following way:

1. When a GA receives a new intake call, she or he will ask the caller what specific days and hours she or he can be seen. The GA will then consult the Therapist Availability book and, beginning with the therapist at the top of the rotation list, work down through the list for the therapist that has available the day and time that the client needs. The GA will then slot the client's name into that therapist's schedule. (The more hours you have available, the greater the likelihood that you will be able to build a caseload of clients.)
2. Let's say that the client needs a Wednesday at 2pm, which is one of the slots that you have designated as available. The GA will give the caller your name and restate for them the day and time of the session. Afterward, the GA will alert you by email and/or a phone that a client has been scheduled into your Wednesday, 2pm slot.
3. You are responsible for sending a return email or phone call that lets the GA know that you have received the message and that you are aware of the pending session. Once the GA has received your confirmation, he or she will note on the intake form that you have confirmed acceptance of the case.
4. As soon as possible after confirming your acceptance of the new case, place a call to the family, introduce yourself as their therapist and confirm the date and time of the session (or change it, if need be).
5. When you receive a new case, your name will go to the bottom of the rotation list, so that the next client will be assigned to another therapist unless your schedule availability is the only one on the rotation list that offers a client family the time they need. Personal referrals—clients that specifically request you—always go to the therapist who has been requested, even if that he or she is not at the top of the rotation list.
6. Once a therapist receives a new case, even by personal request, his or her name goes to the bottom of the rotation list.
7. If you get a new case and the first session is a no-show, your name still goes to the bottom of the list. (Establishing some therapist-client relationship through a good pre-first-session phone contact often goes a long way toward preventing first session no-shows.)
8. Co-therapists and team members are not part of the rotation list: They retain their same place on the rotation list, regardless of how many cases they accept as co-therapist or team member.

Note: As soon as you are permitted to see clients at the clinic, you must begin checking your email and/or home phone on a regular basis. The onus is on you to learn when you have been assigned a new case. It is imperative that you stay alert to your schedule and that you notify the GA's of any changes to your contact numbers.

Co-Therapists and Teams

You select your own co-therapists, and they can request to work with you. When you agree to work with a fellow-student as either co-therapist or team member, you share the same degree of responsibility for the case as the originally assigned therapist. You will work out together who writes the notes, but both therapists sign case notes, respond to phone calls, write letters, establish mutually agreeable session times, and keep open lines of communication with the family. Team and co-therapy participation is a commitment. In addition, both therapist and co-therapist are responsible for maintaining confidentiality—proper storage and locking of case files, scheduling book, money, videos, and the observation room—and leaving the clinic in proper order. http://www.sos.state.ga.us/plb/counselors/ (click on Board Rules, then click "continue", then click "Chapter 137-5")

Revising Therapist Availability Sheets
You are responsible for updating your Therapist Availability Sheet, which must be done whenever you accept a new case, whether as therapist, co-therapist, or team member. For example, if you agree to work as co-therapist with a colleague seeing a family with whom you will meet regularly on Friday at 3pm, you must submit a revised Therapist Availability Sheet showing that the 3pm Friday slot is no longer available.

Telephone Dependability
When you begin practicum, you will need to develop consistent and dependable telephone habits. You will need to monitor two phones: your home (cell, etc.) phone and the clinic phone. You will need to stay abreast of you email and home or cell phone in order to assure that you know as soon as possible that you have a new case. At the Clinic, you will be assigned a telephone voice mail box number, which you give to your clients. When you have active, ongoing clients, you are responsible for assuring that your clients know your name and the number at which you can be reached, and you must check the telephone voice mailbox at least once daily. The Clinic phone can be checked from a remote phone.

Professional Conduct
When your clients walk in the door, be aware of what they see, what they are walking into. Do not have the Observation Room door open so that 5 therapists turn to look at them as they walk in the door. This would be very uncomfortable. When you here the front door, immediately go out and greet your clients. Do not leave them out in the waiting room wondering if anyone knows they are there. The Moore Street Clinic therapists do not conduct their practices like a medical doctor's office where it is acceptable to wait for 30 minutes or more. Be punctual, start your sessions on time. There are times, of course, when for emergency reasons, this may be impossible. When that is the case, do everything you can to let your waiting clients know how much longer you will be. Be respectful of their time and feelings.

How You Are Evaluated In Practicum

For the purposes of grade point average and transcripts, clinical work is evaluated as "pass" or "fail." It does not receive a letter grade. However, evaluation of your work is important, since, as clinicians-in-training, you are going to want to know your supervisors' thoughts about your work. Each semester your faculty supervisor will evaluate your therapeutic work in practicum using a form that assesses clinical skills. You can access this form at the Student Page of the MFT website (www.valdosta.edu/mft/) by clicking on Handbooks, Manuals, and Forms. Designed by three faculty members in the Family Therapy Program at Nova Southeastern University, the assessment form was the subject of a 1996 Family Process article[1] that describes

[1] Flemons, D. G., Green, S. K., & Rambo, A. H. (1996). Evaluating therapists' practices in a postmodern world: A discussion and a scheme. *Family Process, 35*, 43-56.

how the authors' thought about each assessment category and went about constructing the evaluation. You are encouraged to read the article, study the form, and use it to evaluate yourself as you progress through your practica.

Videotape Recording

You are encouraged to tape your clinical work. Watching your sessions is helpful, and you will learn a great deal by reviewing your work. If you wish to show a tape to a professional audience outside of Valdosta State University, you must contact all of the family members who signed the original Therapy Agreement and who appear on the tape, explain your intentions to them, and get a release signed by them in advance of your presentation.

Tapes will be available to you, as you need them. For the most part, you will be recording over previous sessions, once you have watched them. All tapes that you use during your time at the MSC remain the property of the Moore Street Clinic and must remain in the Clinic. When you finish working with a family or individual, all of your tapes will be erased.

> **A technical note**: If you intend to use your tapes as part of a research project and/or a professional presentation, record your sessions on the fastest speed possible (2 hours for a standard VHS tape). The audio and video quality of tapes recorded on slow (4 hour) or super slow (8 hour) speeds is not adequate for the purposes of research and presentations.

Part II

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What You Need

For

Practica & Internships
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To See Clients, You Must Have . . .

. . . .the Principle of Confidentiality in Your Bones

All communications that you have with your clients are confidential. Failure to protect clients' privilege to have their communications held in confidence can result in any or all of the following: expulsion from AAMFT, expulsion from your state professional organization, expulsion from Valdosta State University, a lawsuit against you, and loss of your professional license or the ability to seek licensure. Before you begin your practica experience, you must know the following information about confidentiality, understand its gravity, and be prepared to act accordingly:

. . . . Information All Therapists Must Know About Confidentiality

Only under specific legal circumstances can you divulge information about the therapeutic work that you are doing with your clients.

- when clients give you written permission to talk to someone else about them
- when the client tells you things that the law requires you to divulge, such as child or elder abuse, intention to harm another person or him or herself.
- when a court order, signed by a judge, orders you to divulge information.

At any time that these specific conditions are not present, you must not give information of any kind about your client(s) to any person. This means that if anyone—a judge, a caseworker, a doctor—were to call and ask if a certain person was being seen at the Clinic or to ask about a particular client's therapy, you tell the caller that in the absence of a signed release of information, you cannot discuss clients in any form. This includes relaying whether a certain person is or was a client at the Clinic. Written communications are afforded the same privilege of confidentiality given to verbal communication. Clients' case records and videotapes are confidential material. Both client records and videotapes are to be kept locked in the respective filing cabinet in the Observation Room and both the cabinets and the room are to be kept locked when not in use. Case files leave the clinic only if needed for court. Some of you may be videotaping your work at your internship sites. When you transport a video- or audiotape, or a client record file, always think in terms of protecting clients' privilege of confidentiality. You are expected to follow the policy and procedure for transporting confidential material (see Transporting Confidential Material in the *Moore Street Policy and Procedure Manual*).

Always review a request for the release of information. Make sure that the proper signatures, dates, and parameters are in place. Sometimes you may have a release of information but still be uncertain or have a question about confidentiality. Before you act, consult with your supervisor or a faculty member.

It is important to maintain an atmosphere of professionalism at the Clinic. This means that while you are bound by formal ethics and laws of confidentiality, more informal constraints should guide your behavior at the Clinic. Clients should see that confidentiality is always uppermost on your mind. Hold conversations about clients behind closed doors. Do not leave files and case-related forms lying around. View videotapes, including role-playing and training tapes, at times or in places that no one else will see or hear them. If a client sees you viewing a tape, she can't tell whether the tape you are watching is a role-play or a real family. She may conclude that you are willing to be casual with confidentiality.

Liability Insurance

To work with clients at the Moore Street Clinic or at an internship site, you must have a current liability (malpractice) insurance policy that you maintain throughout the time that you are working with clients at VSU. At the beginning of your practica experience, before the first meeting of the practicum, you must copy your policy declarations page (often called certificate of coverage or proof of coverage) and submit it as proof of your liability insurance to the Director of Clinical Training. If you take more than 3 practica, you will need to renew this policy at the end of a year and, again, submit a copy of your policy's declaration sheet.

How Do I Get Liability Insurance?

You are free to buy liability insurance from any underwriter of your choice. The easiest, probably least expensive, and most logical place to get it is through your professional organization, the American Association of Marriage and Family Therapists (AAMFT). You will be buying AAMFT endorsed Student Malpractice Insurance through CPH and Associates. Here's how:

1. Join AAMFT as a student member at **www.aamft.org**. Then, click on the "Career and Practice Information" link and follow the link to Professional Liability Insurance at **http://www.aamft.org/resources/LRMPlan/legal/index_nm.asp**
2. If you are already a student member of AAMFT, go directly to CPH at **http://www.cphins.com/**

Good Means of Communication

To see clients in practicum or as a solo therapist at the MSC, you must have a reliable answering machine or voice mail at home and a working email account. You are responsible for making sure that the Moore Street Clinic has current contact information on you. Before you begin practicum, send an email to the GA's at the MSC (mooresc@valdosta.edu) and give them all of your relevant phone numbers and email addresses. In order for you to see clients at the Clinic outside of practicum, you must have the technological means of making yourself expeditiously available. You are responsible for all aspects of your client caseload including coordinating and scheduling appointments with your co-therapist or team, retrieving messages from the clinic phone, writing notes and any necessary letters, and returning your clients' calls.

Part III

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All About

Client Contact And Supervision

Hours
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Client Contact Hours Explained

Degree candidates for the Masters in Family Therapy are required to complete 500 hours of client contact and 100 hours of supervision. There are two sources for client contact hours: the Moore Street Clinic and a variety of internship sites. When you have passed the Comprehensive Exam and the faculty has reviewed your readiness to begin doing therapy, you will begin the first of three consecutive practica. You may wish to take more than the required three, and we encourage you to do so. A practicum can be an elective course.

NOTE:

Degree candidates for the Masters in Family Therapy are required to complete 500 hours of client contact of which 250 must be relational. If, at the completion of the three required practica, you do not yet have 500 client contact hours, of which 250 are relational (couples and/or families), you will be required to register for either MFTH 7980, Internship in Marriage and Family Therapy, or for additional practica (space permitting) until the requirement of 500 total client contact hours and 250 relational hours is met. The MFT Program or faculty cannot guarantee that you will graduate on your projected goal-date. Client contact at both the Moore Street Clinic and at internships is variable and cannot be predicted.

When Can I Start Accruing Client Contact Hours?

You can start counting your client contact on the first day of your first semester in your first practicum or internship. Client Contact Tracking forms can be accessed through the Student Page on the MFT website (www.valdosta.edu/mft/) by clicking on Handbooks, Manuals and Forms.

What Are The Parameters Of The 500 Hours?

Of the 500 hours,

- ✓ You must accrue 250 relational hours. Relational hours are couples and/or families.
- ✓ You must do 250 hours (relational and/or individual) at the Moore Street Clinic or at one of the MSC satellite offices (i.e., LAMP).
- ✓ You can collect a maximum of 100 hours of alternative direct client contact (which cannot be part of the 250 relational hours).
- ✓ The remainder of the 500 hours—after subtracting the 250 relational and 100 alternative hours—can be any combination of individual or group.

Given the above, here are some of the possible 500-hour configurations:

1. 400 hours of families or couples at the MSC
   100 hours of behind the mirror at the MSC

2. 250 hours of individual at MSC
   250 families or couples at an internship site

3. 250 families or couples at MSC

250 of individual at an internship site

4. 250 hours of families or couples at the MSC
   100 behind the mirror at the MSC
   150 at an internship site

5. 250 families at an internship site
   100 behind the mirror client contact at MSC
   50 individual at MSC
   100 couples at MSC

6. 100 face-to-face, non-clerical intake at an internship site (alternative hours)
   150 group hours at an internship site
   250 families at MSC

During each practicum, you will be seeing families, individuals, and/or couples. In addition, you may be seeing clients at an internship site. Parts II (*All About Practica*) and III (*All About Internships*) of this handbook discusses each of these. But before you think about where you will accrue your hours, you need to know exactly what constitutes client contact and supervision.

Direct Client Contact Defined

Direct client contact means that you must be physically in the room as therapist or co-therapist, doing face-to-face therapy from a relational orientation with a family, an individual, a couple, or a group. Activities such as telephone contact, case planning, observation of therapy, record-keeping, travel, administrative activities, consultation with community members or professionals, or supervision, do not qualify as direct client contact. Direct client contact can occur in any of the following three modalities:

Client Contact Modalities

Individual: The individual modality for client contact occurs when you see one individual, one couple, or one family in the room. The individual mode for supervision occurs when one or two students work with a supervisor.

Group: The group modality for client contact occurs when the student sees a group of individuals, a group of couples, or a group of families in the room. Group mode for supervision occurs when three to six students work with the supervisor. The total numbers cannot exceed 150 hours.

Alternative: The alternative direct client contact modality includes activities such as working as a team member behind-the-mirror, psychoeducation, psychosocial assessments, and/or intakes, if they are face-to-face and more than just clerical in nature and focus. Of the 500 hours that you must accrue, only 100 can be alternative hours.

Supervision Hours Explained

As stated earlier, in addition to the 500 hours of client contact, candidates for the Masters Degree in Family Therapy must also accrue a total of 100 hours of supervision of which 50 hours must be individual. All client contact experiences are supervised by a state licensed, AAMFT Approved Supervisor or Supervisor-in-Training, whether you are seeing clients in practicum, on you own outside of practicum, or at an internship site. You need a 1:5 ratio of supervision to client contact. In other words, for every five client contact hours, you must meet with your supervisor for one hour. For example, if you are spending 5 hours a week in the room with clients, then you will meet with your supervisor for 1 hour each week. If you are spending 10 hours a week in the room with clients, then you will meet with your supervisor for 2 hours each week. If you have 5 hours of client contact over a 2-week period, then you will meet with your supervisor for 1 hour every 2 weeks. Supervision Tracking Forms can be accessed through the Student Page on the MFT website (www.valdosta.edu/mft/) by clicking on Handbooks, Manuals and Forms.

Supervision Defined

Supervision can occur in either of two configurations: Individual or Group

Individual supervision: This is when you alone or you and only one other student meet with your supervisor.

Group supervision: The presence of three or more students is counted as group supervision.

As an individual or as part of a group, supervision occurs in any of the following four modalities:

Live: Live supervision is raw data and a form of direct observation during which your supervisor observes you conducting therapy through a one-way mirror, TV monitor, or other observation device.

Video: Video supervision is raw data and a form of direct observation during which you and your supervisor view a videotape of you conducting therapy.

Audio: Audio supervision is raw data and a form of direct observation during which you and your supervisor listen to an audiotape of you conducting therapy.

Case Report: Case report is any form of supervision NOT based on raw data. Usually, you and your supervisor sit and have an after-the-fact conversation about therapy that you did at some earlier point. The supervisory conversation is unaided by video, audiotape.

Simultaneous Client Contact and Supervision

If you are simultaneously having direct client contact and being supervised, you may count this time as both direct client contact time and supervision time. So, for example, if, while in practicum, you work in the room with a family for one hour while your supervisor and the team work with you from behind the mirror, you receive one hour of direct family contact and one hour of live, individual supervision. Your team members, on the other hand, receive one hour of alternative family contact and one hour of live group supervision.

How To Document Client Contact And Supervision Hours

You are responsible for tracking and documenting your clinical hours, which must be recorded on the forms provided by the program. The forms that you will be using during the time that you collect client contact and supervision hours are the Client Contact Tracking Form, the Supervision Tracking Form, and the Grand Totals Sheet. These forms can be accessed through the Student Page on the MFT website (www.valdosta.edu/mft/) by clicking on Handbooks, Manuals and Forms.

Each time that you meet for practicum, write the number of hours of client contact on the form called "Client Contact—initials" and the number of supervision hours on the form called "Supervision Tracking—initials." Present both of these forms to your supervisor for his or her initials at the end of each night of practicum night. The definitions below will help you know how to designate the hours.

*** *DO NOT TYPE IN THE COLORED CELLS OF ANY FORM. These have embedded formulas that will do arithmetic calculations for you. Directly typing into or deleting from these cells will erase the formulas.***

Client Contact Hours

To document client contact hours, first enter the date of contact in the date column. Then determine the kind of contact you had. There are nine possible categories—individual, couple, or family; groups of individuals, groups of couples, and groups of families; and alternative individual, alternative couple, alternative family. Then, follow the row in which you entered the date across to the column that intersects with the kind of client contact. Enter the length of time of the client contact—for example 1 for 1 hour, or .75 for three quarters of an hour, or 1.5 for an hour and a half—in the cell that intersects the date of contact with the kind of contact. The following specifics will assist you further.

Individual: When you see one individual in the therapy room, log this time into the cell that intersects the "Individual" column and the row denoting the date of contact intersect with the individual.

Couple: When you see a single couple in the room, log this time into the cell that intersects the "Couple" column and the row denoting the date of contact with the couple.

Family: When you see a single family in the room, log this into the cell that intersects the "Family" column and the row denoting the date of contact with the family.

Relational: Relational hours are Couple and Family hours added together. You do not need to calculate Relational hours on the "Client Contact—Initials" form, since relational hours will get automatically calculated for you when you transfer the numbers to the "Client Contact—Excel" at the end of each semester.

Groups of Individuals: When you see a group of individuals, log this into the cell that intersects the "Group of Individuals" column and the row denoting the date of contact with the group.

Groups of Couples: When you see a group of couples in the room, log this time into the cell that intersects the "Group of Couples" column and the row denoting the date of contact with the group.

Groups of Families: When you see a group of two or more families in the room, log this time into the cell that intersects the "Group of Families" column and the row denoting the date of contact with the group.

Individual Alternative: When you watch from behind the mirror as a therapist(s) works with an individual in the therapy room, log this time into the cell that intersects the "Individual Alternative" column and the row denoting the date of contact intersect with the individual.

Couple Alternative: When you watch from behind the mirror as a therapist(s) works with a single couple in the room, log this time into the cell that intersects the "Couple Alternative" column and the row denoting the date of contact with the couple.

Family Alternative: When you watch from behind the mirror as a therapist(s) works with a single family in the room, log this into the cell that intersects the "Family Alternative" column and the row denoting the date of contact with the family.

Totals: Once you transfer numbers to the Excel Client Contact Tracking Form, the Excel Supervision Tracking Form, and the Excel Grand Total Sheet, these computerized forms add up all the necessary totals in the appropriate boxes as well as calculate the ratio of client contact to supervision for you.

Supervision Hours

To document supervision hours, first enter the date of contact in the date column. Then, determine if you were part of a group of supervisees or if you were an individual supervisee (see p. 17 for definitions of individual and group supervision). Then, follow the row, either individual or group, across to the column that intersects with the modality (live, video, audio, or case report) that describes the supervision. Enter the appropriate number in the cell.

Direct Observation: Direct Observation is the sum of Live, Video, and Audio supervision hours. You do not need to make this calculation on the sheet that your supervisor initials unless you wish to. When you transfer numbers to the Excel Supervision Tracking Form, the Direct Observation total will be calculated for you. In addition, the Grand Total Excel sheet has embedded arithmetic formulas that will calculate this column for you.

Supervision to Client Contact Ratio: Once you transfer numbers to the Excel Supervision Tracking Form, the ratio of client contact to supervision will be calculated for you. In addition, the Grand Total Sheet will calculate the supervision to client contact ratio for you by dividing the number in the cell "bb" " (the total number of supervision hours) by the number in the cell "aa (the total number of client contact hours). This number should be .2 or greater.

Total Supervision: Total supervision hours are the sum of Case Report and Direct Observation supervision hours. The Excel Supervision Tracking Form will calculate this sum for you.

Submitting Client Contact and Supervision Hours

During the course of the semester, copy the information (dates and contact hours) from the sheets that your supervisor initials each week onto the Excel version of the Client Contact and Supervision Tracking Forms (Client Contact – Excel and Supervision – Excel) on your computer. As you do this, the arithmetic calculations on the Excel form will tally up totals for you.

At the end of each semester there is usually a break of several days or weeks when you are still seeing clients but no longer in practicum. During this time, your supervisor of record remains the supervisor of the most recently completed semester. This supervisor will be the person who continues to initial your client contact hours up until the first day of your practicum with a different supervisor. When you start the new semester (and new client contact and supervision sheets), the following applies to the accrued and documented hours for the semester just completed:

1. By email attachment, send a copy of the Client Contact - Excel and Supervision Tracking – Excel forms to the Director of Clinical Training (Dr. Laughlin at mjlaughl@valdosta.edu)
2. Submit the matching paper copies of the Client Contact and Supervision Tracking Forms that your supervisor initialed all semester to the Director of Clinical Training. The Director of Clinical Training will reconcile the numbers and dates on the initialed copy with the numbers and dates on the Excel version, then return the initialed copy to you. If you wish to have the Director of Clinical Training send you an email copy of the semester's client contact and supervision documentation, send an email requesting them. At the point of graduation, all of your client contact sheets, supervision sheets, worksheets, and grand totals sheet will be printed out and placed in your permanent student file.

NOTE:

a. Do not mix hours accrued from different semester. Start a new set of forms each semester.
b. Do not mix hours accrued from different places. Keep a separate set of forms for each site of client contact. For example, if you are seeing clients at the Moore Street Clinic and doing an internship at the Haven, keep one set of forms—a Client Contact Tracking and a Supervision Tracking* Form—for hours accrued at the Moore Street Clinic and another set for the Haven.

* Supervision hours with a site supervisor who is neither a AAMFT Approved Supervisor nor licensed in the state of Georgia do not count toward your required 100 hours of supervision, which means that for university purposes, you do not need to document these supervision hours. This means that you may not need to start a new supervision sheet for each site but only for each new semester. Your faculty supervisor will initial these hours.

Instructions for Using the Client Contact and Supervision Worksheets

Two worksheets—one for client contact and one for supervision—will help you complete the Grand Total Sheet. Some semesters, you will have more than one page of client contact, or even supervision hours. For example, you may have two or three pages during a semester when, in addition to practicum, you saw clients at the clinic on your own. The client contact tracking form asks you to carry the totals from page one to the top of page two and carry the totals of page two forward to the top of page three and so on. This way, at the end of a given semester, the total on the last page—for example, page four, if you used four pages for the semester—reflects the sum of all the pages. Simply by entering the total taken from the bottom of the last page of each semesters' client contact hours, the worksheet will keep a running tally of the various way your client contact hours are calculated.

Instructions for Completing the Grand Totals Sheet

When you have accumulated all of your client contact and supervision hours, you will complete and submit a Grand Totals Sheet. The Grand Total Sheet shows the sum total of all client contact and all supervision hours that you accrued from the Moore Street Clinic and from any and all internships.

To complete the Grand Totals Sheet, enter the name of the Moore Street Clinic and each of the internships that you took under the "Site" column of the Grand Totals Sheet. Then, simply copy the final figures from your worksheets into the corresponding cells of the Grand Total Sheet. The functions embedded in the Grand Total Sheet will do the arithmetic for you.

Note: You will not be cleared for graduation until the Clinical Director has reviewed and signed off on your Grand Totals form.

Part IV

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All About Internships
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Introduction To Internships

The opportunity for intense, closely supervised, and widely varied clinical experience is an important aspect of your graduate education in family therapy. Internship sites offer the opportunity for students to specialize in work with bilingual families, families with a developmentally delayed child, families coping with a chronically physically or mentally ill family member, and other special populations. You may begin an internship at an off-campus site once you are registered for your first practicum. A list of internship sites can be found below. However, you are not restricted to this list. You are encouraged to locate your own internship site if you have a particular interest in a site or a population that is not shown here.

List of Internship Sites

1. Advanced Counseling Service
2. Archbold Northside Hospital
3. Behavioral Health Services of South Georgia
   a. Adult Program
   b. Children's Unit
   c. After School Treatment Groups
4. Berrien County Youth Care
5. Boys' Ranch, Georgia Sheriff's (Hahira)
6. Boys' Ranch, Florida Sheriff's
7. Charter-by-the-Sea
8. Children's Advocacy Center (Valdosta)
9. County Mental Health, Brooks (Quitman)
10. County Mental Health, Decatur (Bainbridge)
11. County Mental Health, Dougherty (Albany)
12. County Mental Health, Thomas (Georgia Pines in Thomasville)
13. County Mental Health, Worth (Sylvester)?
14. First Steps
15. Georgia Pines
16. Greenleaf
17. The Haven
18. Hospice
19. Lanier County School System
20. Lowned Associated Ministries to People (LAMP)
21. Lowndes Association for Retarded Citizens
22. Lowndes County Middle School (LCMS)
23. Lowndes/Valdosta Mental Health Center
24. Methodist Home for Children and Youth
25. Moody AFB—Family Advocacy Program
26. Phoebe Hospital and Outreach Office (Albany)
27. Raintree Village
28. Southwestern State Hospital (Thomasville)
29. South Georgia Oncology/Hematology
30. Turning Point Hospital (Moultrie)
31. Victim Advocacy office
32. Project Camp (Worth County)
33. Project Light

Getting Established at an Internship Site

To establishing an internship site, take the following steps:

1. At least six weeks before you begin practicum, let the Director of Clinical Training know that you are interested in an internship and make an appointment with her to talk about it. The Director will give you a Request for Internship form (part of the Internship Packet) and help connect you to an internship site that best fits your needs.

2. Sit for an interview with the internship site supervisor
   - ✓ take a resume with you to the interview
   - ✓ before the interview, think about your schedule, your goals, and your personal time frame, and be prepared to commit to the internship

3. An Internship Packet is required for each internship site. When you accept the internship, contact the Clinical Director and let her know that you have accepted the internship and that you need an Internship Packet. (If you and the Clinical Director agree, you may take the Internship Packet to the interview with you so that you and your site supervisor can review and complete the forms at that time.) Review the Packet, since there are a number of forms with which you need to be familiar. Review the mid-term and final evaluations so that your supervisor is familiar with what he or she will need to do to evaluate you. Explain that you will take responsibility for alerting him or her when an evaluation needs to be done.

4. Sign the following forms with your site supervisor:
   - ✓ The Statement of Relationship: This lays out the nature of the relationship (educational) between Valdosta State University and your internship site. Be familiar with this form so that you can answer any questions your site supervisor might have.
   - ✓ The Internship Contract: This is an agreement between you and the internship site concerning time frames—duration, days, and hours of the internship. *Once you have started at an internship site, you are expected to fulfill your contract, which is minimally one semester*.
5. Submit the signed Statement of Relationship and Internship Contract to the Clinical Director

The Time Commitment

Given that the 500 hours of client contact are collected in one academic year, and since not every minute at an internship site is spent with clients, you will need to devote 10 to 20 hours per week at an internship site and/or the Moore Street. The accrual of client contact hours is unpredictable, depending on no-shows, cancellations, and the season of the year. If you cannot commit this much time to a site, you may have to register for an additional internship (Internship, MFTH 7980), that may be repeated indefinitely for credit, until you have accumulated the 500 client contact hours. You may schedule your time at the internship site during weekdays, evenings, and weekends, whatever times fit your and the site's schedule. If you are not accumulating hours consistently at one internship site, or if you want a more diverse experience, you may contract with a second internship site.

Supervision at the Internship Site

If your internship site supervisor is an AAMFT Approved Supervisor, Supervisor-in-Training, or Approved Equivalent, you will receive both clinical and administrative supervision at your internship site. However, given the paucity of AAMFT Approved supervisors in Lowndes county and surrounding areas, you will most likely receive only administrative supervision from your site supervisor. Your faculty supervisor will provide clinical supervision. Any time that you are seeing clients, whether at your internship or at the Moore Street Clinic, you are responsible for assuring that you are receiving a minimum of one hour of supervision for every five hours of client contact. This may entail weekly or once-every-other-weekly supervision sessions with your faculty supervisor. Each semester, your current practicum supervisor will make at least one phone contact and one visit to your internship site.

MFT Resources

AAMFT

http://www.aamft.org/

Visit the AAMFT website for information about

- AAMFT membership and membership benefits
- student malpractice insurance
- the annual AAMFT conference
- the Code of Ethics
- legal questions
- research
- job search
- therapist locator
- AAMFT Approved supervisor search
- and much more

Join. You will get Georgia and National newsletters, the Journal of Marital and Family Therapy, reduced conference fees, but mostly, important professional identification.

Membership:
http://www.aamft.org/membership/index_nm.asp
AAMFT Membership Benefits & Application

Malpractice Insurance:
http://www.aamft.org/resources/LRMPlan/legal/index_nm.asp
CPH and Associates AAMFT endorsed Student Malpractice Insurance

AAMFT Code of Ethics
http://www.aamft.org/resources/LRMPlan/Ethics/index_nm.asp
Note: In general, codes of ethics derived from governmental sources frame the minimum standards of conduct; codes of ethics written by professional organizations tend to frame the highest ideal conduct.

Georgia Association of Marriage & Family Therapists

http://www.gamft.org/

- to read the state of Georgia Code of Ethics
- to download the licensure application
- to read the Georgia laws and rules

Georgia Code of Ethics:

http://www.sos.state.ga.us/plb/couselors/ (click on Board Rules, then click "continue", then click "Chapter 137-5")

Quiz Question: Do you know how the Georgia code of ethics and the AAMFT code of ethics are different?

Answer: In general, codes of ethics derived from governmental sources construe *minimum* standards of conduct, whereas codes of ethics written by professional organizations tend to frame the highest ideal conduct.