

## MFT Program Policy on Unplanned Interruption of Supervision

### Policy Availability

The MFT Program Policy on Unplanned Interruption of Supervision is available to the public through the [MFT Homepage > Accreditation > Policies and Handbook](#).

### Planned and Unplanned Interruptions in Supervision

The purpose of this policy is to ensure continuity of clinical supervision, protection of client welfare, and compliance with accreditation standards governing supervision in clinical training. that all Family Therapy Master's students have continuous access to appropriate supervision and support during unplanned interruptions in their regular supervision schedule.

This policy applies to all students enrolled in practicum and internship courses and to all faculty and site supervisors responsible for providing individual and/or group supervision as required by program and accreditation standards.

### Supervision is Mandatory

This policy aligns with accreditation standards requiring ongoing supervision, a mandatory component of clinical training if a student is conducting clinical work. The reason for this is to ensure that 1.) client care is not compromised and 2.) supervision hour requirements are met.

A quick reference (last page of this document) on resources and the proper procedures to follow during an emergency/crisis.

### Supervision During Unplanned Hurricanes, Floods, Cyberattacks, Snow, Campus Shootings, or Other Emergencies That Generate Campus Closure

During campus closures resulting from extreme weather, cybersecurity attacks, or other unplanned events, clients cannot be seen at FamilyWorks and students will not need to arrange supervision during these times.

### Student is Unable to Attend Scheduled Supervision

1. The student must notify the supervisor as soon as possible by email, phone, or text, and no later than 24 hours prior to the scheduled supervision session, except in cases of emergency.
2. Missed supervision sessions may need to be rescheduled depending on the circumstances of the supervision. I.e., if the student requested it and he or she does not wish to reschedule the missed session, it is not mandatory. If however, the student is an early start practicum student and required to be in supervision during the summer, he or she must reschedule missed supervision sessions.

This policy addresses Standard V12.5, Eligibility Criterion E: Accuracy and Program Transparency in Policies and Publications KE I-C: Plan for Assessing Environmental Supports. Updated Spring 2026. Scheduled for review and update biennially or whenever the MFT Program or VSU Information Technology implement significant technological changes

3. Repeated missed supervision sessions may result in a remediation plan or review of the student's readiness for clinical training.
4. If a student's absence from supervision raises concerns regarding client care or clinical competence, the supervisor may require additional supervision or restrict clinical activities until supervision requirements are satisfactorily met.

### Unplanned Interruptions in Supervision

In alignment with accreditation standards (assuming the campus remains open during an extreme weather event), Family Therapy students must have continuous access to supervision and clinical support during both planned and unplanned interruptions in their regular supervision schedule.

If a student is unable to reach his/her/their supervisor and/or does not receive a timely response to a message and supervision is needed (e.g., for urgent client-related consultation), the student should make attempts to contact any other program supervisor.

- Supervisors will respond and provide consultation or temporary supervision, regardless of the practicum in which the student is currently enrolled.
- While students are encouraged to maintain continuity with their assigned supervisor for the semester, **all supervisors in the program are available to support any student** as needed.
- Supervisors who are unavailable unexpectedly (e.g., illness, emergency, technical disruption, etc.) will attempt to contact their current practicum supervisor by any available means, including:
  - email
  - text message
  - Teams
  - phone
- If the student is unable to reach the supervisor and/or does not receive a timely response to a message and supervision is needed (e.g., for urgent client-related consultation), the student must contact any other program supervisor.
- Supervisors are expected to respond and provide consultation or temporary supervision, regardless of which practicum the student is assigned to.
- While students are encouraged to maintain continuity with their assigned supervisor for the semester, **all supervisors in the program are available to support any student** as needed.

### When A Faculty Member is Unable to Attend Scheduled Supervision

1. The supervisor will notify the student(s) as soon as possible when supervision cannot occur as scheduled.

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2. The supervisor will suggest alternative options so that the supervision continues. Possibilities may include:
  - rescheduling the supervision session
  - Scheduling with a different faculty supervisor
3. The supervisor will make every effort to make up the missed supervision session.

### Campus Wide Emergency

In the event of a campus-wide emergency, the VSU emergency response system will send out information alerts, guiding faculty, staff, and students to resources and next steps.

Additionally, students are encouraged to sign up for alerts from the [Lowndes County Emergency Management](#) system. They can be contacted at [lowndescounty@email.getrave.com](mailto:lowndescounty@email.getrave.com)

The MFT Program urges students to prepare themselves in advance of an emergency by reviewing, exploring, and/or bookmarking this policy and a link the VSU [Emergency Information webpage](#).

**Link to VSU Emergency Information:**  
<https://www.valdosta.edu/student/emergency/>

**VSU Emergency Number:**  
From off campus phones: **(229) 259-5555**  
From on campus phones: **5555**

*Please note: Cellular 911 calls will not be routed to the VSU Police. Please program the VSU PD Emergency number into your cell phone.*

### Reporting an Emergency

- Step 1.** Stay on the line
- Step 2.** Provide the address of the building involved and your exact location. This is especially critical if you are calling from a cell phone.
- Step 3.** Provide a thorough description of the incident and individuals involved such as clothing, height, weight, and direction of travel to ensure proper resources are dispatched.

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Step 4. Do not hang up until the dispatcher tells you to do so.

## [Quick Reference Guide for Emergencies](#)

### [Full Quick Reference Guide](#)

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- [Active Shooter/ Hostile IntruderBomb Threats](#)
- [Civil Disturbance](#)
- [Earthquake or Structural Collapse](#)
- [Evacuation](#)
- [Fire or Explosion](#)
- [Hazardous Material Spills](#)
- [Human Bodily Fluids](#)
- [Lockdown](#)
- [Medical Emergency](#)
- [Power Outage](#)
- [Public Relations \(During an Emergency Situation\)](#)
- [Suspicious Packages & Envelopes](#)
- [Tornado, Hurricane or Severe Weather](#)
- [Emergency Telephones](#)
- [Bomb Threats](#)

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