Master of Arts in Marriage and Family Therapy (MA MFT)

UMASS GLOBAL

CLINICAL HANDBOOK

2024 - 2025

Table of Contents

INTRODUCTION **4**

THE CLINICAL HANDBOOK **4**

CLINICAL SUPPORT TEAM **4**

ADVANCEMENT OVERVIEW **6**

- ASSESSMENT OF PRACTICUM READINESS 6
- ADVANCEMENT DEFINITION 6
- REQUIRED COURSES 7
- PROCESS 7
- APPLICATION 8
- APPLICATION SUBMISSION TIMELINE 8

ADVANCEMENT EXAMINATION **10**

- STUDENT PREPARATION 10
  - *Advancement Preparation Session* 10
  - *Advancement Preparation Session Guidelines* 10
- EXAMINATION FACILITATORS 11
- TECHNOLOGY REQUIREMENT 11
- EXAMINATION PROCEDURES 11
- EXAMINATION GRADING RUBRIC 12
- EVALUATION OUTCOME 12
  - *Process for a No Pass Exam Outcome* 13
- ADVANCEMENT POLICIES 14
  - *Late Attendance* 14
  - *Cancellation* 14
  - *No Show* 14
- ADA ACCOMMODATIONS 14

PRACTICUM OVERVIEW **15**

- PRACTICUM DEVELOPMENT AND EXPECTATIONS 15
- PRACTICUM DEFINITION 15
- SECURING A PRACTICUM SITE 16
  - *Steps for Securing a Site* 16
- ELIGIBILITY FOR PRACTICUM REGISTRATION 18
  - *Dean's Hold* 18
  - *Lifting Dean's Hold* 18
- ADA ACCOMMODATIONS FOR PRACTICUM 19

PRACTICUM COURSES **20**

- COURSE REQUIREMENTS 20
  - *Student Learning Outcomes (SLOs)* *20*
- COMPLETION OF COURSE REQUIREMENTS 21
- COURSE ASSIGNMENT REQUIREMENTS 22

Clinical Presentation ... 22
Discussion Boards ... 22
Case Synopsis ... 22
CAPSTONE PROJECT ... 22
Written Element ... 23
Capstone Presentation ... 23
CLINICAL HOURS AND EVALUATION ... 24

UMASS GLOBAL SUPERVISION OVERVIEW ... 25

OBSERVATIONAL SUPERVISION DEFINITION ... 25
Observational Supervision Recorded Presentation ... 26
Observation of Classmate's Recorded Presentation ... 26

PRACTICUM POLICIES ... 27

GRADING SYSTEM ... 27
ATTENDANCE ... 28
ADD/DROP OF COURSE ... 28
CONSECUTIVE ENROLLMENT ... 28
PRACTICUM LEAVE OF ABSENCE ... 29
PRACTICUM CONTINUATION COURSE ... 29
Course Fee ... *29*

CLINICAL EXPERIENCE ... 30

PRACTICUM AGENCIES ... 30
STUDENT PRACTICUM GUIDELINES ... 31
PLACE OF EMPLOYMENT ... 31

CLINICAL HOURS REQUIREMENTS ... 32

DIRECT CLIENT CONTACT HOURS ... 33
SUPERVISION HOURS REQUIREMENT ... 34
CONTINUATION OF CLINICAL HOURS ... 35

CLINICAL SITE SUPERVISION OVERVIEW ... 36

SUPERVISOR QUALIFICATIONS ... 36
TYPES OF SUPERVISORS ... 36
Program Clinical Supervisor ... 36
Agency Clinical Supervisor ... 36
Agency with no Supervisor ... 37
INTERRUPTION OF SUPERVISION ... 37
TRACKING OF CLINICAL EXPERIENCE HOURS ... 38
SUPERVISOR CLINICAL EVALUATION ... 38

PROCEDURES FOR MANAGING SITE PROBLEMS ... 39

SUPERVISION AND ADMINISTRATIVE CONCERNS ... 39
TERMINATION ... 39
Agency Termination ... 39

Student Termination 40
AGENCY INVESTIGATION 40

USE OF TECHNOLOGY **41**

SYNCHRONOUS VIRTUAL SETTING 41
RECORDING OF PRACTICUM COURSES 42
TECHNOLOGY IN AGENCY SETTING 43
TECHNOLOGY GUIDELINES 43
TELEHEALTH POLICY 43
ETHICS OF RECORDING 44
UNIVERSITY PROTOCOLS FOR ELECTRONIC & VIDEOTAPE RECORDINGS 46

CONCLUSION **47**

GLOSSARY **48**

CLINICAL TERMINOLOGY 48
CLINICAL ACRONYMS 50

APPENDICES **51**

APPENDIX A - STUDENT PROFESSIONAL CONDUCT PROCESS 51
APPENDIX B - UMASS GLOBAL TELEHEALTH CONSENT INFORMATION 55
APPENDIX C - RECORDING INFORMED CONSENT 58
APPENDIX D - PRACTICUM LEAVE OF ABSENCE FORM 59
APPENDIX E - CLINICAL SITE QUALIFICATION CHECKLIST 60

INTRODUCTION

The Master of Arts (MA) in Marriage and Family Therapy (MFT) program at the University of Massachusetts Global is designed to equip students for an advanced professional trajectory, offering the chance to advance their career objectives by pursuing licensure as Marriage and Family Therapists. Grounded in both foundational and advanced structures of systems theory, the program fosters the development of a comprehensive understanding of applying various theoretical orientations and interventions. This prepares students to effectively serve clients from diverse and marginalized backgrounds.

THE CLINICAL HANDBOOK

This Clinical Handbook serves as an introduction to the intricate nature of the Advancement and Practicum processes. It is imperative for students to thoroughly review this Handbook to familiarize themselves with the comprehensive array of policies and procedures provided. This understanding is crucial for successful navigation through the clinical component of the MA MFT program.

The MA MFT program adheres to the American Association of Marriage and Family Therapy (AAMFT) Code of Ethics. Students are expected to abide by the AAMFT Code of Ethics guidelines and regulations. It is the primary responsibility of the students to familiarize themselves with the code of ethics. Violation of the Code of Ethics may result in disciplinary action and possible dismissal from the program.

CLINICAL SUPPORT TEAM

The Clinical Support Team (CST) welcomes our MA MFT students as they embark on their clinical journey! The clinical aspect of the MA MFT program consists of two elements: 1) Advancement and 2) Practicum. Together, these constitute a pivotal milestone in the development of our students as future Marriage and Family Therapists. The CST is eager to provide guidance and work collaboratively with you throughout your advancement and practicum experience.

The CST is a centralized remote team that consists of the Clinical Faculty Representatives (CFR) and the Clinical Specialists (CS). Upon the submission of the advancement application, each student is assigned a CFR, who collaborates with them for approximately 14-16 months throughout their advancement and practicum process. The CS team collaborates with the CFR to assist the student throughout the practicum process. The following outlines the responsibilities of both CFR and CS members.

<table>
<tr><th>CFR Responsibilities</th><th>CS Responsibilities</th></tr>
<tr><td>Advancements
Review Advancement application with students
Discuss Advancement examination process
Conduct Group Preparation Sessions
Facilitate Advancements
Practicum
Vet and approve clinical agencies
Discuss the student file creation process
Review & approve the following document:
(Appendices, Copy of Supervisor’s License, Liability Insurance Certificate)
Support and mentor students through practicum
Address clinical and logistic concerns related to agencies
Manage practicum course concerns
CFRs can be reached at: mftpccclinical@umassglobal.edu</td><td>Send students the Advancement and practicum notification email.
Collaborate with CFR’s on completing Agency Agreements
Manage the student file creation & assist students with submission errors.
Lift Dean’s Hold for students
Manage technological problems related to Sonia for program tracking of clinical hours and evaluation
CS members can be reached at: psychalerts@umassglobal.edu</td></tr>
</table>

ADVANCEMENT OVERVIEW

Assessment of Practicum Readiness

The practicum readiness procedure was developed to evaluate MFT students' content knowledge and ability to utilize critical thinking as beginning therapists. The primary objective of this assessment is to provide students with the opportunity to demonstrate the clinical knowledge and skill set acquired through the successful completion of specific core courses.

Advancement Definition

Advancement is an oral clinical standardized examination wherein students' clinical skills and knowledge undergo evaluation by a member of the CST alongside at least one other UMass Global MA MFT faculty member. Serving as one of the initial opportunities for students, this examination allows them to integrate information acquired from core courses and demonstrate their comprehension of the clinical process. This examination serves as a simulation of what students can expect in a clinical setting, emphasizing the significance of the student learning outcomes (SLOs) within the program. Through the Advancement, students apply and demonstrate their acquired knowledge to a vignette presented. Students must pass the examination prior to entering the clinical setting. The outcomes of the advancement examination not only indicate students' readiness to serve in the community but also serve as an assessment tool, providing valuable insights for the students' PCS regarding their clinical baseline and progress in the clinical setting.

Students' primary objectives during this examination are assessed through the following:

- Identify and address any legal and ethical dilemmas or concerns
- Identify and address red flags or crisis circumstances
- Identify the presenting problem
- Construct and provide a thorough clinical conceptualization
- Provide concrete, relational, and rule out diagnosis(es) with a plausible rationale for the selected diagnosis(es)
- Formulate a relevant treatment plan using systemic theoretical modalities, addressing all stages of treatment.

Required Courses

To be eligible for Advancement, students are required to complete and pass the **eight** specified advancement readiness courses (with an average grade of B- or better) listed below.

Course Number	Course Title	Units
PSYU 502	History and Foundations of Therapeutic Practices	3
PSYU 506	Ethical & Professional Issues	3
PSYU 510	Psychopathology & Diagnosis	3
PSYU 512	Family Therapy Theories and Techniques: A Modern Emphasis	3
PSYU 514	Couples Therapy	3
PSYU 516	Assessment and Treatment of Substance Abuse	3
PSYU 518	Child/Adolescent Psychopathology and Child Abuse Reporting	3
PSYU 520	Advanced Individual Therapy I	3
Total Credit		24

Process

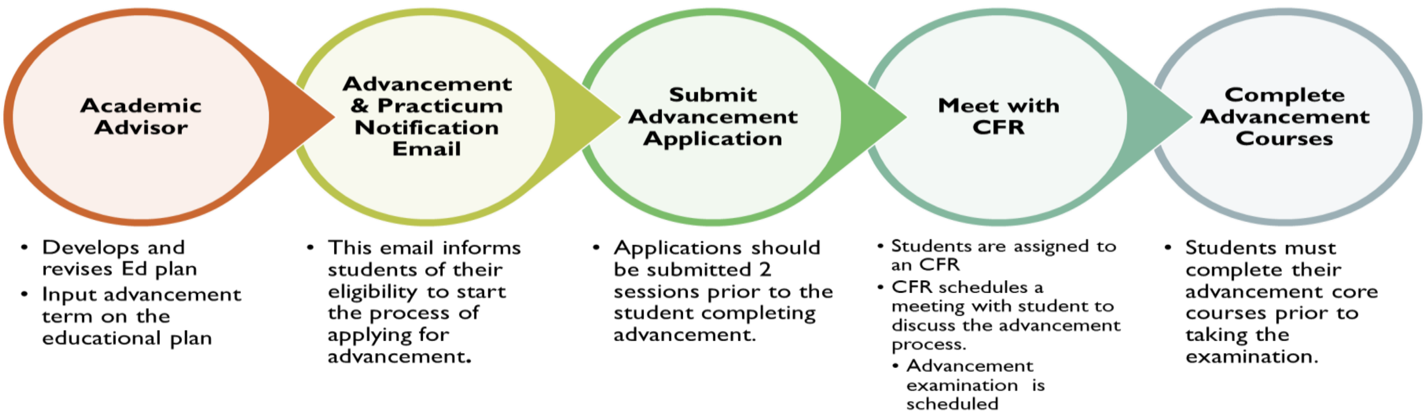
1. Once students have completed 18 units, they will receive an email from the CS team titled "MA MFT Advancement and Practicum Notification." The email will provide the following information:
    a. Introduction of the CST
    b. Student responsibilities
        i. Advancement applications directions
    c. Dean's Hold
    d. Practicum registration

2. If students do not have their advancement term on their educational plan, they are required to schedule a meeting with their academic advisor to determine their advancement term.

3. Upon receiving the application, students will be assigned a CFR.

4. The CFR will schedule a meeting with the student to provide guidance, necessary information for advancement, and determine the date for the advancement examination.

   Below is a visual representation illustrating the process for students to follow:



Application

The [Advancement Application]() is a form students must complete to provide the following:

1. Detailed student information
2. Core courses completed or in progress
3. Advancement examination session

Application Submission Timeline

Students must apply for Advancement two sessions prior to advancing (by week 6). Please see below for a visual representation of the application submission timeline.

Fall I Advancement session	• Submit application by week 6 of the Summer I session
Fall II Advancement session	• Submit application by week 6 of the Summer II session
Spring I Advancement session	• Submit application by week 6 of the Fall I session
Spring II Advancement session	• Submit application by week 6 of the Fall II session
Summer I Advancement session	• Submit application by week 6 of the Spring I session
Summer II Advancement session	• Submit application by week 6 of the Spring II session

ADVANCEMENT EXAMINATION

The Clinical Support Team facilitates Advancements each session. The CFRs will collaborate with students to schedule a date for the advancement examination.

Student Preparation

Preparation for Advancement begins when students enroll and participate in their first course. The foundational information embedded in the required core courses are critical to a student's successful completion of Advancement. The program encourages students to utilize the information below as a roadmap to prepare for the advancement examination.

- Complete all assigned readings and assignments.
- Ask clarification questions in the synchronous classroom.
- Engage in discussions inside and outside the classroom related to the course material.
- In theory specific courses, practice applying interventions.
- Attend Advancement Preparation Sessions
- Utilize the Advancement to Candidacy Study Guide to prepare for the advancement examination.

Advancement Preparation Session

Advancement Preparation Session is a required one-hour group meeting, facilitated by the CFRs. The purpose of these sessions is to:

1. Review detailed information found in the Advancement to Candidacy Study Guide.
2. Clarify and answer any questions related to the examination.

Students will be provided with the registration link for the Advancement Prep Sessions during their initial meeting with their CFR. These prep sessions are offered during weeks two and three of each session, and students may choose to attend more than one session.

Advancement Preparation Session Guidelines

- Plan to attend the session in a professional manner
- Take comprehensive notes during the session
- Ask clarifying questions

***Please note**, these sessions **are not recorded** by the CFRs, and students are **NOT allowed** to record the session in progress.*

Examination Facilitators

The advancement process is facilitated by a two or three-person panel. Each member of the panel teaches within the MFT program. The CFR will lead the panel and no other university personnel or students are permitted to participate in the advancement process.

Technology Requirement

Students must have access to a computer, a webcam, and a headset/microphone to participate in the examination process. Students are not allowed to use any virtual backgrounds during the examination. Please keep in mind that students must operate from **one** screen during the duration of the entire exam.

Students are required to comply with the program's Virtual Space Behavioral Policy during Advancement.

Examination Procedures

- The Advancement Examination will be conducted remotely via Zoom; a link will be provided during the initial meeting.
- On the day of the exam, students are required to log into Zoom utilizing the provided link.
- Upon arrival, the facilitator will review examination guidelines.
- At the beginning of the examination, the CFR will ask the student to pan their camera showing their workspace. Students are expected to remain on camera and have their audio on throughout the exam. Below is a list of items allowed and not allowed during the exam.

Allowed	Not Allowed
• Blank pieces of paper • Writing utensils • Non-alcoholic drink • One screen to participate in the exam	• Supporting documents such as textbooks, notes from classes, or the DSM 5, etc. • Cellphones or voice-activated devices • Multiple screens

- The duration of the Advancement Exam will be approximately 60 minutes.
  - Students will have 15 minutes to review and prepare their responses for the vignette provided on the screen.
  - Students will have 40 minutes to answer questions and their overall performance will be evaluated by the facilitators.
  - The last 5 minutes is dedicated for the evaluators to discuss the examination outcome.
- Students will be notified of their results at the end of the examination.

Examination Grading Rubric

Facilitators utilize a standardized rubric to assess student responses during the advancement process. In order to maintain the authenticity of the examination, the rubric is not disclosed to the students.

Evaluation Outcome

Students will be notified of their evaluation outcome at the end of the exam. There are three possible outcomes for the examination: Pass, Pass with Stipulation, and No Pass.

1. **Pass**
   a. A "Pass" outcome indicates that the student has successfully fulfilled the requirements for advancement.
2. **Pass with Stipulation**
   a. A "Pass with Stipulation" indicates that there are areas of improvement the student will need to focus on. The panel will communicate the stipulation at the end of the exam.
      i. The Deans' Hold will remain on the students' file until they complete the required stipulation.
      ii. The student can only register for their first practicum course until satisfactory completion of the stipulation.
3. **No Pass**
   a. An outcome of "No Pass" indicates that there are significant areas the student needs to improve upon.
   b. Students that receive an outcome of "No Pass" will not be able to register for their practicum course until satisfactory completion of the advancement requirements.
      i. It is the responsibility of the student to notify their practicum agency of any delays to their start date for practicum.
      ii. It is the responsibility of the student to maintain direct communication with their academic advisor to ensure an updated Ed Plan reflects their new practicum session.

Process for a No Pass Exam Outcome

1. **First Attempt**
    a. If a student fails their first examination attempt, they will be required to wait **one** session to retake the exam. For example, if a student takes the examination during the Fall I session that results in failure, they are eligible to retake the exam during the Fall II session.
2. **Second Attempt**
    a. If the outcome of the second examination attempt results in failure, the student is required to wait **an additional** session for a retake. Following the same example, if the second attempt occurs during the Fall II session and results in failure, the student is eligible for a retake in the Spring I session.
        i. The retesting will be conducted by the same faculty members who administered the first exam, and students will be assigned a mandatory mentorship process to guide them through areas of improvement.
3. **Third Attempt**
    a. Should the student fail on the third examination attempt, a **two-session** waiting period is mandated before being eligible for a retake. Using the example, if the third attempt is during the Spring I session and results in failure, the student can retake the exam in the Summer I session.

    b. The third attempt involves a different set of panel members, including the CFR and two new faculty members.

    c. The mandatory mentorship process continues to guide students through improvement areas, and their readiness for Advancement is determined by their mentor before scheduling an exam date.

If the outcome of the student's Advancement Examination results in failure on all three attempts, a professional review is scheduled. This review is conducted by the Clinical Director (CD) and the Program Director (PD) to assess the student's ongoing program eligibility.

Advancement Policies

Late Attendance

Students are expected to attend the Advancement Examination on time, as scheduled and arranged by their CFR. If a student is 10 minutes late, the exam will be rescheduled. The rescheduling of the Advancement Examination for the same term is contingent upon the availability of the Clinical Support Team.

Cancellation

Please be advised that advancement cancellations require one-week notice prior to the examination date. For students to cancel their Advancement they must immediately contact their CFR. The rescheduling of the Advancement for the same term is contingent upon the availability of the Clinical Support Team.

No Show

A student who fails to attend the Advancement Examination will incur a one-term delay before being eligible to take the examination**.**

ADA Accommodations

Students requiring ADA accommodations for the Advancement Exam can initiate the accommodation request process by contacting the Office of Accessible Education (OAE) via email at oae@umassglobal.edu or by submitting the OAE Accommodations Request form. Upon connecting with OAE, a meeting will be arranged with the student to assess and determine the specific accommodations needed for the Advancement Examination.

Note: If a student is currently receiving an accommodation and would like to utilize their accommodation for the examination, they should contact the OAE office to review accommodations tailored specifically for their advancement.

PRACTICUM OVERVIEW

Practicum Development and Expectations

UMass Global's MFT students are tasked with acquiring both content knowledge and a well-rounded / comprehensive clinical skill set as they progress through the MFT program. Students utilize the acquired knowledge to showcase competency in applying systemic theoretical interventions and diagnostic skills tailored to effectively working with clients from diverse backgrounds~~.~~

In applying their clinical knowledge and skill set, students will proficiently diagnose and treat individuals through a systemic lens. The core foundation of the MFT field is based on its systemic approach, where relationships are understood and examined through the assessment of interactional patterns. The information provided in this section serves as a guide, assisting students in navigating the practicum process. Furthermore, students are tasked with broadening their clinical and practical skills by immersing themselves in at least one systemic theoretical orientation.

A fundamental aspect of the development of our MFT students is the reflection and expansion of their growth process as developing trainees. Students will incorporate a self-explorative view to challenge their thought process, personal biases, and an overall view of the world in comparison to those they serve.

As a reminder, students are expected to adhere to the AAMFT Code of Ethics guidelines while also comply with all state-regulated policies and procedures. In addition, our program aligns with the clinical training requirements stipulated by the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE).

Practicum Definition

Practicum is defined as the “clinical training” component of the UMass Global MA MFT program. Students are referred to as “Student Trainees” throughout the duration of their training. The clinical training segment includes two distinct categories:

1. Practicum Courses
2. Clinical Experience

Students must complete six practicum courses (PSYU 660-665) within a **12-month** timeframe while concurrently delivering clinical services at an agency in their community to gain practical clinical experience.

- **Practicum Courses**

  The Clinical Practicum course is tailored to offer students diverse learning opportunities. Within this course, students engage in discussions about cases, formulate interventions and strategies, meet observational supervision requirements, and share resources. The overarching objective is to ensure the successful acquisition, integration, and application of essential clinical skills, enabling students to become effective clinicians, educators, and advocates in the field of Marriage and Family Therapy. Students must complete six practicum courses (PSYU 660-665) within a 12-month timeframe while concurrently delivering clinical services at an agency in their community to gain practical clinical experience.

- **Clinical Experience**

  As part of the practicum requirements, students must actively provide mental health services as a trainee at a designated agency. This hands-on clinical experience serves to prepare students for transitioning into a post-graduation internship/associateship.

Securing a Practicum Site

All students must secure a practicum site to fulfill the program's experiential requirements and to qualify for the registration of practicum courses. As a program, we emphasize community building and networking to enhance our connection of service providers and establish partnerships with local agencies. The program has successfully partnered with various community agencies to offer practicum opportunities. It is important to note that some agencies may not have obtained university approval yet. In such instances, we advise students to collaborate with their CFR to explore agencies of interest and navigate the approval process.

Securing an agency serves two purposes:

1. Obtaining Clinical Supervision Experience
2. Completing Direct client Contact Hours

Steps for Securing a Site

1. Meet with the CFR and discuss the process for securing a clinical site.

2. Search for a clinical site within the community from either the approved site list or identifying alternative non-approved agencies in the community.

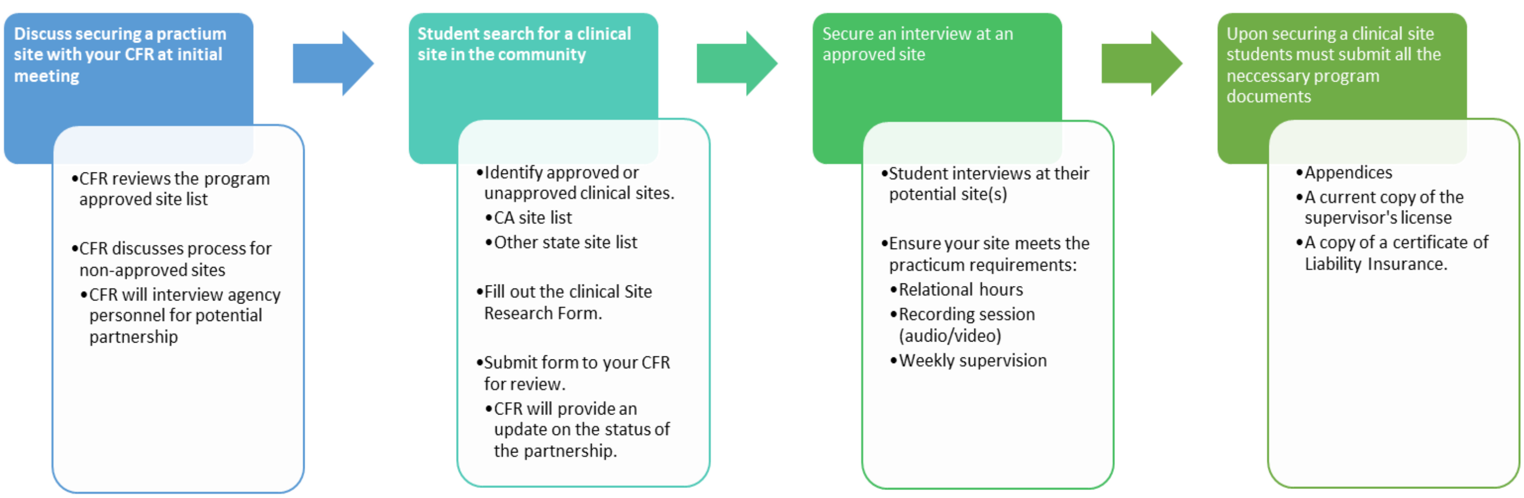
a. The program approved site lists.
    i. Approved CA site list
    ii. Approved Other States site list
b. Upon identifying the site, complete the clinical site research form and submit it to the CFR.
    i. Students are discouraged from interviewing at non-approved agencies, as approvals are contingent and not guaranteed.

3. Interview at an approved site.

4. Upon securing a clinical site, complete and submit the necessary documents to register for practicum.

Note: It is the student's responsibility to secure a practicum site and to reach out to CFR as needed for support.

The chart below demonstrates the process for securing a clinical site.



Eligibility for Practicum Registration

Dean's Hold

All students have a Dean's Hold prerequisite on their registration account, preventing them from registering for practicum courses. To lift this hold and enable registration, students must fulfill the following criteria:

1. Pass the Advancement Examination
2. Submit Practicum Documentations (outlined below)

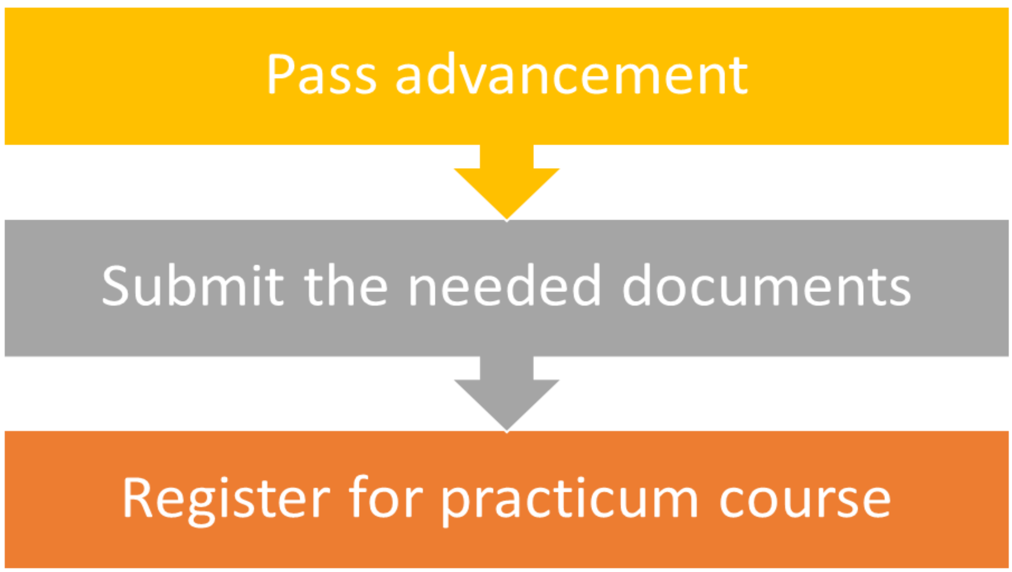
Please note, the restriction can only be lifted by the CS team. Once a student fulfills the above criteria, they will be eligible to register for their practicum courses.

All Practicum Documentation must be submitted by **week 5** of the session prior to the start of the student's practicum course. Failure to submit these documents on time may result in a delay of practicum registration by a session(s) or more. If the documents are submitted late and a delay occurs, it is the responsibility of the student to communicate this **delay** and change to their academic advisor and have their educational plan updated accordingly.

Lifting Dean's Hold

1. Complete and submit the practicum documents:
    a. Appendices A, B, & C
        i. The appendices is an agreement that contains information regarding methods of supervision, Supervisor Credentials, type of agency settings, and the supervisor and student responsibilities. Students must complete and obtain the necessary signatures from their agency's primary clinical supervisor. Upon submission of this agreement, the document will be reviewed and approved by the CFR.
    b. Current copy of the student's Agency Supervisor's license
    c. A Certificate of Liability Insurance
        i. Liability insurance provides individual coverage for students while they practice at their clinical agency. Students must obtain their own liability insurance coverage before the commencement of services at the agency. The student coverage plan is $1,000,000.00.
        ii. Students may obtain a certificate of the liability insurance through the following affiliations:

        - [AAMFT]
            a. Students receive the benefit of liability coverage through their annual membership dues at no cost.
2. Students must create a file to upload their practicum documents using this link.
    a. Students’ information will auto-populate.
    b. Once all information has been inputted, please click “submit” to create the file.
        i. Upon creating a file, students will receive an email with a link directing them back to their student file.
            - *Use the same link to upload additional required document*



If you have any questions regarding the student file creation and uploading documents, please reach out to psychalerts@umassglobal.edu

ADA Accommodations for Practicum

Students requiring ADA accommodations for their practicum clinical placement can initiate the accommodation request process by contacting the Office of Accessible Education (OAE) via email at oae@umassglobal.edu or by submitting the OAE Internship, Field Placement and Practicum Request Form. Upon connecting with OAE, a meeting will be arranged with the student to assess and determine the specific accommodations needed for the clinical placement.

PRACTICUM COURSES

Once enrolled in practicum, students are required to attend, participate, and complete all required assignments related to the practicum course. To remain enrolled in practicum, students must be placed and actively engaged at a clinical agency, working with clients, and routinely meeting with their assigned clinical supervisor. If a student is not actively seeing clients (for any reason), the student must either drop the practicum course or will receive a grade of “NP” which will require the student to retake the practicum course.

Students are required to communicate any changes in their status at a practicum location, including termination from the agency, challenges with supervision, or concerns that necessitate a break, to both their practicum instructor and the CFR.

Course Requirements

Practicum courses are conducted via Zoom in a remote setting, with classes scheduled on specific nights of the week. It is advisable to consult with your academic advisor for information about the designated practicum nights. It is important to note that students should not anticipate working with the same Program Clinical Supervisor (PCS) throughout the practicum experience. In essence, each practicum course will involve a different program clinical supervisor.

Students must complete six practicum courses consecutively throughout a period of 12 months. Below is the list of the practicum courses:

1. PSYU 660 MFT Practicum I: A Systemic Lens of the Developing Therapist
2. PSYU 661 MFT Practicum II: Contextualizing the Content of Therapy
3. PSYU 662 MFT Practicum III: Exploring the Therapeutic Process
4. PSYU 663 MFT Practicum IV: Theoretical Application and Capstone 1
5. PSYU 664 MFT Practicum V: Social Context and Capstone 2
6. PSYU 665 MFT Practicum VI: Beyond the Classroom and Capstone 3

Student Learning Outcomes (SLOs)

The UMass Global MA MFT program’s core foundation is based on our Student Learning Outcomes (SLOs). The SLOs provide us with information necessary to measure students' knowledge and skill sets acquired throughout their courses in the program. The programs’ five SLOs are the foundational basis for developing the two main components of assessments utilized to measure student knowledge and skill set throughout the practicum process. The assessment of student participation in practicum courses revolves around 1) assignments and 2) clinical evaluations. The following is the list of SLOs:

Student Learning Outcomes	
SLO 1: Knowledge	Students will analyze therapeutic problems and challenges of clients using systemic theories and models.
SLO 2: Practice	Students and graduates will apply systemic/relational clinical interventions in their work as Marriage and Family Therapists.
SLO 3: Diversity	Students will demonstrate awareness, understanding, sensitivity, and respect for diversity and inclusion.
SLO 4: Ethics	Students will apply ethical and professional decision making to issues in psychotherapy.
SLO 5: Research	Students will employ research knowledge to enhance clinical practice.

Completion of Course Requirements

To fulfill practicum requirements, students must satisfy the categories listed below.

1. Clinical hours
2. Course assignments
3. Capstone Paper

Every practicum course will include specific assignments as part of the criteria for progressing through the practicum series.

Course Assignment Requirements

Clinical Presentation

As a component of the criteria for the practicum courses PSYU 660-665, students are **required** to record and present a minimum of two (this is dependent on the number of enrollees in the practicum course) therapy sessions per term, demonstrating their ability to implement clinical interventions. To do so, students must obtain the necessary consent form from the client and approval from their agency clinical supervisor for presenting the case in a classroom setting. Detailed guidelines for the recording process are available in the practicum course shell, on the MA MFT Clinical Information site, and the appendix section of this clinical handbook.

Discussion Boards

A Discussion board is a method of interaction students utilize to engage outside of the classroom setting on topics related to their weekly readings and assignments. Guidelines for the Discussion Board can be found in the practicum course shell.

Case Synopsis

A Case Synopsis is a clinical conceptualization demonstrating students' proficiency in identifying presenting problems, formulating diagnosis, creating treatment plans, implementing culturally appropriate interventions, and addressing legal, ethical, and crisis-related matters. In this assignment, students will select a client they have been serving during their practicum. The Case Synopsis comprises two components: 1) a written segment and 2) a presentation of the pre-recorded session. Guidelines for the synopsis can be found in the practicum course shell.

Capstone Project

The Capstone is a comprehensive project based on a selected client currently in treatment during the student’s practicum experience. This assignment serves as the student’s Capstone Summative Assessment for the MA MFT Degree.

The Capstone project consists of two elements:

1. Written component
    a. Occurs throughout PSYU 663, PSYU 664, & PSYU 665
2. Formal presentation component
    a. PSYU 665

Additionally, the Capstone project will assess students' demonstration of mastery based on the above-mentioned Program SLOs.

Written Element

The Capstone project is a Signature Assignment that must be completed by **all** students. Students will choose a client they have been providing services to for a period of at least **6** sessions. The following outlines the prerequisites for the written component of the Capstone Project:

- Minimum of 20-pages
- 5-7 peer reviewed references
- APA Formatting

<table>
<tr><td colspan="2">The Capstone paper must include the following clinical content areas and information on the client’s case:</td></tr>
<tr><td>1. Introduction
2. Clients Demographics
3. Legal and Ethical Matters
4. Crisis Management
5. Assessment
6. Presenting Problem
7. Clinical Diagnosis</td><td>8. Theoretical Orientation
    a. Must use systemic theoretical orientation.
9. Case Conceptualization
10. Treatment Plan
11. Community Mental Health
12. Cultural and Diversity Matters
13. Research
14. Self-of-trainee
15. Conclusion</td></tr>
</table>

Students will have three sessions (PSYU 663-665) to complete the Capstone Written element. During PSYU 663, students must submit sections 1-7, and sections 8-15 of the paper must be submitted during PSYU 664. Please note the final Written element of the capstone project must be submitted by the end of PSYU 665. Instructors have a maximum of 2 weeks to provide feedback on each submission.

Capstone Presentation

In addition to the written element of the Capstone project, students will present a final clinical case PowerPoint presentation during PSYU 665. This presentation will provide a concise summary of the Capstone content.

Clinical Hours and Evaluation

Each term, students are required to log their clinical hours in Sonia and obtain approval from their agency clinical supervisor. Furthermore, students must fulfill the requirement of evaluating their supervisor, and supervisors must reciprocate by evaluating the student.

****Please note that Guidelines for all assignments can be found in the course shell****

UMASS GLOBAL SUPERVISION OVERVIEW

Students **must** fulfill a cumulative 100 hours of UMass Global practicum supervision, achieved by participating in a series of 6 practicum courses spread across a 12-month period. Each practicum course spans a duration of 2.5 hours.

UMass Global supervision consists of two components: 1) Observational Supervision, and 2) UMass Global Group Supervision. Out of the100 UMass Global program supervision hours, a minimum of 50 hours, **must** be observable supervision (presentation of recordings). The remaining 50 hours may be observational or UMass Global Group supervision hours.

UMass Global Supervision Hours 100 Hours	
Observational Supervision	**UMass Global Group Supervision**
50 Hours	50 Hours
Please note, there is a minimum of 50 hours Observational Supervision. The remaining hours could be either Observational or Umass Global Group supervision.	

Observational Supervision Definition

Observational supervision involves students demonstrating their clinical skills through the presentation of pre-recorded therapy sessions in either video or audio format. These recorded sessions are recognized as observational data. Within practicum courses, students will present excerpts from these pre-recorded therapy sessions, allowing program clinical supervisors and peers to observe, review, and provide feedback.

Students will share observational data with their program clinical supervisor and classmates during the practicum courses.

1. These pre-recorded sessions can either be audio/video recordings
    a. Only the time spent watching and debriefing the presentation during class is considered as observational supervision.

Observational Supervision Recorded Presentation

Throughout their practicum courses, students are required to demonstrate a minimum of 6 pre-recorded cases representing their clinical work. The primary objective of these recordings is to allow students to illustrate their development and progression in clinical skills from the initial to final stages of their traineeship. These skills encompass various aspects, including but not limited to building rapport, implementing interventions, conducting assessments, and developing treatment plans. It is essential for students to adopt a systematic approach and modality when presenting their cases. For a detailed breakdown of hour requirements for observational supervision, please consult the table below.

Observation in Class (50 hours)
● A minimum of 6 hours of presentation per student throughout the 6 practicum courses ○ 1-2 presentation(s) per class based on the size of the class
● The remaining hours will be-observing other classmates' presentations

Observation of Classmate's Recorded Presentation

Students are mandated to observe their classmate's presentations across all practicum courses. Throughout this period, students must offer constructive and respectful feedback. They are expected to employ critical thinking skills to generate ideas, suggest clinical interventions, propose diagnoses, consider cultural factors, and address any legal and ethical considerations pertinent to the presented case.

PRACTICUM POLICIES

Grading System

Students' grades are assessed through two categories that they need to fulfill for the practicum courses.

1. Course Assignments (A)
2. Clinical Hours and Evaluations (B)

A: Course Assignments	
Percentage for total Course Assignment	**70%**
B: Clinical Hours and Evaluations	
Percentage for total Clinical Hours and Evaluations	**30%**
A&B=100%	

There are two grade outcomes a student can receive in practicum:

1. Pass (P)
    a. A student will receive a grade of a "P" if they complete all course requirements each session.
    b. **A student must receive 80% or more in each course to receive a grade of a "P".**

2. No Pass (NP)
    a. A student will receive the grade of an "NP" if they do not complete the course requirements. Students who earn an "NP" will be required to retake the course.

The practicum grading outcomes do not impact grade point average. For further detail on grading symbols please refer to the university catalog.

Note: If a student fails to complete the clinical presentation in each of their courses, they will receive a grade of a no pass (NP). As a result, they will have to retake the course.

Attendance

Weekly participation in practicum courses is mandatory for MA MFT program students. It is imperative for students to communicate in advance with their practicum instructors if they anticipate missing any classes. In the event of an emergency, students are required to promptly notify the instructor as soon as the situation is resolved. The MA MFT program aligns with the university's attendance policy, and additional details about this policy can be found in the university catalog. Please refer to the university catalog for further information about the attendance policy.

Note: Attendance is an imperative component to completing the UMass Global Supervision hours. Students who miss class time during their 6 practicum courses must plan to make-up the required hours in a continuation course.

Add/Drop of Course

The deadline to add a course is by the end of the first week of each session. If the student is not registered by the end of the registration week, they must wait for a session to begin their practicum course.

The deadline to drop a course is by the end of the second week of that session. If a student drops the practicum course, they must notify the instructor, CFR, clinical agency, and academic advisor of the change. Please refer to the university academic catalog for further information about the add/drop policy

Consecutive Enrollment

Practicum consists of six consecutive courses over 12 months. Students are expected to consecutively enroll in their practicum courses while simultaneously providing services at a designated agency to obtain their clinical hours. Each practicum course is eight weeks long. At the end of the eight weeks and successfully meet the course requirements of the course, the student will advance to their next practicum course.

Students may continue to accrue clinical hours at their clinical site during days designated on the academic calendar as '**administrative offices closed**'. In addition, during '**Winter Break**' and the week between Summer II and the Fall I session, students may also continue to accrue clinical hours at their clinical site with a contingency of being enrolled in a practicum course the following session. Students are not allowed to provide clinical services at a site if they are not enrolled in practicum.

Practicum Leave of Absence

In case of emergency, students are permitted to take a leave to attend to their needs. Any student requiring a break from the program must complete the "Leave of Absence" form and submit it to their CFR. For a detailed copy of the Practicum Leave of Absence Form refer to Appendix D.

Please note, students requesting a leave of absence from their practicum, while on leave are prohibited from offering clinical services at their site and must drop their practicum courses. The Dean's Hold will be placed on the student's account until they return to the program and go through the process of lifting the Dean's Hold.

Should a student decide to discontinue their practicum and fail to resume their practicum requirements at the University within **two** years from the last day of the session in which they were most recently enrolled, they will be obligated to retake the Advancement Examination and the entire practicum series of courses upon their return. The previously accumulated practicum hours will no longer be considered valid, and any grades earned in practicum courses will be converted to "NP" (No Pass). This policy ensures that students reentering the program after an extended absence undertake a comprehensive review and refresh of their practicum training, maintaining the program's standards and ensuring that students are well-prepared for their clinical responsibilities.

Practicum Continuation Course

Students who are unable to complete their required clinical hours within the designated 12-month period will be automatically enrolled in a practicum continuation course (PSYU 696). This course allows students to continue accruing and fulfilling their clinical hours. Enrollment in the practicum continuation course is necessary for as many sessions as required or until the student's seven-year program completion timeline expires. Students cannot self-enroll in this course; instead, they will receive a notification about their enrollment status and are required to actively participate in the course. This arrangement ensures that students receive the necessary support and structure to meet their clinical hour requirements within the specified program timeframe.

Course Fee

The practicum continuation course fee is $300.00 for each session, and it is a 0 credit course. This fee is not covered by financial aid. Students should review the cost of the course with their OneStop representative.

CLINICAL EXPERIENCE

The clinical experience for practicum students is an essential component of their training, providing them with invaluable hands-on learning experiences to gain their clinical hours. Through direct engagement with clients under the supervision of a licensed clinical supervisor, students are able to apply theoretical knowledge to real-life situations, honing their skills in assessment, diagnosis, and intervention within the context of relationships and family dynamics. This experiential learning allows students to participate in conducting therapeutic sessions understanding complexities of interpersonal relationships, while utilizing systemic modalities, and implementing the nuances of therapeutic techniques. Moreover, clinical experience fosters the development of essential clinical competencies, such as empathy, cultural sensitivity & humility, and ethical decision-making, preparing students for the multifaceted challenges they will encounter in their future careers as marriage and family therapists.

Practicum Agencies

To meet the program practicum requirements, students must complete their clinical hours at an approved clinical site. All agencies must have a current agreement on file between the university and the agency of the student's interest. The agency must be vetted by the student's CFR to assess agency qualifications (See Appendix E) and to discuss mutual partnership based on the following requirements:

1. Opportunities to develop clinically by having the students work within their scope of practice and competence.
2. Ongoing clinical supervision
3. Clinical hours

Please note that an agreement must be on file prior to the commencement of students' practicum experience at the agency.

It is the responsibility of the student to ensure the site they are interested in is approved by the university. If a student provides services at a site that has not been vetted and approved by the university (or there is no university agreement in place), the student's action may be deemed unethical. As a result, any hours gained at that agency will not count toward graduation. This policy applies to all students currently enrolled in practicum and those who are adding an additional site to their practicum experience.

Student Practicum Guidelines

1. The use of any form of federally illegal substances such as alcohol or prescribed or non-prescribed medication is prohibited while functioning as a trainee and student at a clinical site or during classes.
2. Attend agency clinical supervision on a weekly basis.
3. Record clinical hours on state regulated forms and have the agency clinical supervisor sign on a weekly basis.
4. Must input clinical hours in Sonia and have the agency supervisor approval by Friday of week 8 of each term.
5. Must remind the agency clinical supervisor to complete the supervisor evaluation in Sonia by Friday of week 8 of each term.
6. Must complete the supervisee evaluation in Sonia by Friday of week 8 of each term.
7. At all times students must demonstrate professionalism (mannerism, use of language and vocabulary, attire/appearance, interactions, etc.) with clients, peers, and agency personnel.
8. Students must use appropriate self-disclosure when interacting with clients and agency personnel both in a written and verbal format.
9. Communicate in a professional manner in both a written and verbal format.
10. If an emergency occurs be sure to communicate with both your clients and agency personnel in a timely manner.
11. Must be punctual at all times.
12. Must adhere to agency guidelines and the supervisor guidance at all times.
13. Must not bring pets to the agency unless there is prior approval.
14. Students must adhere to and respect the supervision process including but not limited to the supervisor's guidelines and agency protocols.

Place of Employment

Students may complete their clinical experience at their place of employment contingent upon the employer meeting program requirements and prior approval from the employer. Employment at an agency does not guarantee an approved agreement with UMass Global. The following are guidelines that need to be met for the student (employee):

1. Be placed in a role that allows for the engagement of MFT practices.

2. Receive consistent supervision from an internal or external supervisor.

CLINICAL HOURS REQUIREMENTS

As part of the clinical experience each student must complete a total of **400** hours to fulfill their practicum experience requirements. Out of the 400 hours, **300 are Direct Client Contact** (DCC) and **100 hours are spent in supervision**. The total hours are accumulated over a 12-month period. Students must be consecutively enrolled in a practicum course in order for their hours to be accounted for in the program.

A student must be registered and participate in a practicum course prior to providing any clinical services or be able to account for any clinical hours at a site; however, a student may complete agency training prior to the start of a practicum course.

<table>
<tr><th colspan="2">Required Program Clinical Experience Hours
400 total Hours</th></tr>
<tr><td>Direct Client Contact Hours: 300 Hours</td><td>Supervision Hours: 100</td></tr>
<tr><th colspan="2">Description of Clinical Experience Hours</th></tr>
<tr><td rowspan="2">Direct Client Contact</td><td>Practicum students may only count face-to-face or telehealth session which involves direct interaction with clients and includes the application of interventions applicable to the following systems: Individuals, Couples, Families, and Group Therapy.

Clinical tasks such as consultation, staff meetings, documentation, etc. do not count as direct client contact hours.</td></tr>
<tr><td>Relational Hours
Services provided to two or more individuals within the system that have some type of relationship. Examples of relational hours include but are not limited to family units, couples, friendships, residential treatments, etc.</td></tr>
<tr><td>Supervision</td><td><u>UMass Global Program Clinical Supervision</u>
Students must complete a total of 100 hours while enrolled in the practicum course under the guidance of the PCS. 50 hours must be observational supervision.</td></tr>
</table>

	<u>Agency Clinical Supervision</u> A student must attend weekly supervision facilitated by the agency clinical supervisor to meet the program (100 hours) and comply with stated regulated requirements. Students can receive supervision in individual, triadic, and group formats. Students must receive a minimum of 1 hour of individual and 2 hours of group supervision on a weekly basis. Students may need additional supervision based on their state of residency requirements. ***Please note****: Students must meet both agency and UMass Global Program Clinical Supervision criteria in order to meet the supervision requirements.*
Clinical hours may differ from program clinical hours requirement based on the student's state of residence.	

UMass Global is morally dedicated to upholding the legal and ethical state board guidelines, verifying that all students have acquired their clinical experience hours based on state board standards.

Direct Client Contact Hours

As part of the practicum requirements, students must complete a total of **300** total DCC hours. Direct Client contact hours consist of two categories that must be fulfilled to meet the practicum requirements:

1. Relational Hours
2. Individual Hours

Categories	**Total Clinical Hours**	**Breakdown of Total DCC Hours**
Direct Client Contact hours	300	**100** of the total DCC hours **must** be relational hours (couples, families, residential treatment groups, etc.). The remaining **200** hours may be individual or relational hours.

Students may complete as many hours as possible throughout their practicum courses contingent upon their clinical caseload each session and dependent upon their state requirements and hour accrual allowance. Students are provided with the chart below as a reference for the recommended minimum hours accrued each session in order to complete their practicum hour requirements over a 12-month period.

Recommended Hours Accrual per Session						
Categories	**PSYU 660**	**PSYU 661**	**PSYU 662**	**PSYU 663**	**PSYU 664**	**PSYU 665**
DCC	50	50	50	50	50	50

Students attendance and completion of all 6 practicum courses are **mandatory** regardless of early completion of their clinical hours. Students should not leave their sites until their hours are verified by the program designee.

Supervision Hours Requirement

Students are required to simultaneously receive **100** hours (while completing their DCC) of supervision as part of their practicum hour requirements throughout a series of six practicum courses over a period of 12 months.

Students must receive clinical supervision on a weekly basis when providing services.

Students are provided with the chart below as a reference for the recommended amount of supervision hours needed each session.

Categories	**PSYU 660**	**PSYU 661**	**PSYU 662**	**PSYU 663**	**PSYU 664**	**PSYU 665**
Supervision	17	17	17	17	16	16

***Please note: California** Students must adhere to the 5:1 Supervision ratio as outlined by the Board of Behavioral Sciences Standards and guidelines for supervision.*

***Students **must** attend weekly supervision while providing services regardless of early completion of their required supervision hours. ***

Continuation of Clinical Hours

Pre-degree conferral students seeking to accumulate additional hours beyond the conclusion of their practicum series and program-required clinical hours must adhere to the following guidelines:

1. Enrollment Requirement:
   a. Students must enroll in a practicum continuation course (PSYU 696) to continue gaining additional hours.
2. Supervision:
   a. During their tenure at a clinical site, students must work under the supervision of the university.
3. Site Approval:
   a. The clinical site where students work must meet the program requirements to qualify as an approved clinical site.

CLINICAL SITE SUPERVISION OVERVIEW

Clinical supervision is a formal, collaborative, and an essential aspect of professional development that helps ensure that student trainees deliver high-quality care while advancing their skills and knowledge. During supervision, trainees discuss cases, seek advice on challenging situations, enhance their strengths, and receive feedback on their approach and techniques. Supervision also serves as a space for reflection, where trainees can evaluate their own performance, recognize areas for improvement, and develop effective strategies for addressing client needs. By promoting continuous learning and adherence to ethical standards, clinical supervision plays a crucial role in maintaining the integrity and efficacy of the profession.

Supervisor Qualifications

A clinical supervisor must meet one of the following guidelines:

- Licensed Marriage and Family Therapist
- Licensed clinician that demonstrates training in MFT/relational supervision by one of the following
    - Completed a graduate course in MFT relational supervision
    - Completed post-graduate professional education MFT/relational systemic supervision of at least 30 clocked hours
    - Completed state required MFT supervisor designation that includes relational systemic supervision training
    - An AAMFT approved supervisor or AAMFT approved supervisor candidate

Types of Supervisors

Program Clinical Supervisor

Program Clinical Supervisors (PCS) are individuals employed by the university to provide clinical supervision within practicum courses. PCS evaluates the student's growth and determines if the student is able to demonstrate the mastery of clinical competencies and skill sets needed to serve a diverse community. They also provide observational supervision during each practicum class.

Agency Clinical Supervisor

An Agency Clinical Supervisor is a qualified individual who has been licensed in the field for a specific period of time and has met the criteria to provide supervision based on their state board regulations. Agency clinical supervisors provide consistent ongoing supervision, overseeing the students' progress throughout the duration of their clinical experience at the agency.

An agency clinical supervisor can either be employed or contracted through the agency. They can provide individual, triadic, and/or group supervision.

- **Individual Supervision:** Consists of the student and the supervisor reviewing clinical cases on a one-on-one basis.
    - **Triadic Supervision:** Consists of 2 students and a supervisor where clinical cases are reviewed.
- **Group Supervision:** consists of more than two students and is no more than eight students in the group setting. The format of the session can either be broken down into:
    - Full two hours session
    - One-hour sessions twice a week

Agency with no Supervisor

If an agency has no supervisor, students must review their state regulations specific to contracting a clinical supervisor in consultation with their CFR. If permitted by their state of residence, students may individually contract with a supervisor.

Students considering employing a supervisor must verify and obtain approval from agency management indicating that the employed supervisor will be granted access to client records and information. The program requires students to upload the below documents to their student file:

1. Copy of the supervisors' credentials (license)
2. Copy of the signed contract between the agency and supervisor

Please note: Students who employ a supervisor are responsible for financially reimbursing the supervisor for their supervision session(s).

Interruption of Supervision

Alternative supervision must be arranged when a student's supervision session is interrupted (supervisor on vacation, resigns, retirees, etc.).

The below steps must be followed to ensure continuous supervision within the agency:

1. Refer to state board regulations and guidelines for state-specific requirements regarding alternative/interruption of supervision plan.
2. Collaboration with the clinical agency to develop an alternative supervision plan
3. Informing the CFR of the developed plan and the changes put in place
4. Submitting necessary documentation

Tracking of Clinical Experience Hours

The MA MFT program requires students to track their clinical hours and complete their clinical evaluations utilizing an online software system called 'Sonia'. Students will gain access to Sonia upon the commencement of their practicum. It is the responsibility of the student to track their clinical hours every session. Students must submit all hours obtained to be approved by the student's clinical supervisor (s) and reviewed by the program clinical supervisor by the end of each session. In addition, students must also keep track of their state-required form (s); these form (s) do not need to be submitted to the university. If you need assistance with Sonia, please contact the clinical support team at psychalerts@umassglobal.edu .

Supervisor Clinical Evaluation

The clinical evaluation is a comprehensive assessment used by each agency supervisor to measure a student's clinical aptitude. The evaluation is utilized to assess a student's progress and further support the development of the student's clinical skill set. It is the student's responsibility to ensure that their supervisor completes their evaluation at the end of each session. If the student's supervisor needs assistance with Sonia, please contact the clinical support team at psychalerts@umassglobal.edu .

PROCEDURES FOR MANAGING SITE PROBLEMS

Supervision and Administrative Concerns

UMass Global is dedicated to ensuring that students are treated in an equitable and ethical manner. When facing a concern, students are encouraged to initially attempt to resolve any challenges with their supervisor or agency administrative representative. Students should also submit and communicate all concerns to their CFR via email in a timely manner (within 72 hours).

If the concern is related directly to the supervisor, communicate with the agency administration. If the concern is not resolved through the aforementioned process, students should utilize the MA MFT practicum program Grievance Form in order to file a complaint.

The purpose of the practicum 'grievance form' is to document any challenges students experience at their practicum site. These challenges include but are not limited to agency loss of operating license, changes in supervisors, supervision practices, changes in management, discrimination, etc.-as-well as any challenge that may affect either the quality or the student experience at the agency. Students must submit the grievance form to CST at mftpccclinical@umassglobal.edu .

Please note the CST will respond to all forms received within 2-4 business days. '

Termination

During a student's practicum experience, unexpected situations may arise that could lead to the termination of the practicum. This may be due to the student's choice to resign from the agency or a decision by the agency to terminate the student's placement. In either case, the student must promptly inform their Clinical Faculty Representative (CFR) to create an action plan. The CFR's role in the meeting is to offer guidance and support to the student. Below are the detailed steps for managing such circumstances:

Agency Termination

Agencies have the right to terminate a student from their clinical site at their discretion, citing reasons including but not limited to behavioral concerns deemed unethical or inappropriate at the clinical agency. The program treats all terminations with utmost seriousness, and consequently students terminated from their clinical agency will be subjected to a professional conduct (See Appendix A) review meeting. Based upon the outcome of the professional conduct meeting, an action plan will be set in place to further support the progression of the student's practicum experience. Students terminated from their agency must inform their CFR within 24 hours of their site status change. It should be noted that a termination will result in withdrawal from the student's practicum course as the student must be actively providing services at a site to remain enrolled in practicum.

Students terminated from the clinical site are strictly prohibited from seeking out and securing an alternative site prior to meeting with their CFR.

Student Termination

In the event that a student chooses to terminate their affiliation with a clinical agency, they are required to initiate consultation with their CFR as the initial step. Collaboratively, the CFR and the student will develop a comprehensive plan outlining the necessary procedures to manage the termination process, with a primary aim to mitigate any potential ethical concerns that may arise.

Agency Investigation

Students who are actively under investigation by their clinical site or placed on temporary leave by their agency, must immediately notify their CFR via email. Notification must include the reason for the investigation or leave, its duration (if known), and any relevant details about the situation.

- Any interruption in attendance at the agency due to investigation or temporary leave will result in the student's withdrawal from practicum courses.
- Upon receiving notification from a student, the CFR will assess the situation and determine the appropriate course of action in alignment with the academic program's requirements. The CFR will provide guidance to the student regarding next steps
- Students must initiate communication with their academic advisor and One-Stop representative to discuss disruptions in their practicum enrollment after communicating with their CFR.

USE OF TECHNOLOGY

The use of technology is defined as the utilization of all and any electronic devices, including but not limited to video conferencing, emails, personal or agency telephone, and instant/text messages to discuss client related content or provide therapeutic services.

Synchronous Virtual Setting

UMass Global MA MFT program utilizes Zoom, an encrypted video conferencing platform called Zoom to hold Practicum courses. The program clinical supervisors (PCS) facilitate discussions on course content and provide observational supervision to guide students through dialogue around their clinical cases and presentations of recorded sessions.

Synchronous virtual spaces are to be treated as equivalent to in-person classrooms or professional meetings with the same level of behavioral expectation and decorum. This policy is in place to create a supportive and academically driven environment. Consider that your experience of the virtual space (class/meeting) will be influenced by your willingness to contribute respectfully and remain authentically engaged with others. Non-compliance with the guidelines below may lead to a behavioral conduct report or a professional conduct meeting.

The following are the university expectations for students who participate in a synchronous space.

1. Students must login to all virtual spaces using their name and not a pseudonym, nickname, or phone number.
2. Students must be fully dressed (clothes that you would wear to attend an in-person class session or meeting) before turning on the camera.
    a. Remind others in your immediate environment that your camera is on, and you are in a virtual learning space.
3. Students' cameras must be turned on and a student’s full face must be in view during the entire class session.
    a. Students must receive prior approval (in writing) from their instructors to be off camera.
    b. Students are not permitted to record/film or take/share pictures (screenshots) of others.

4. Students must actively engage and participate in discussions.
    a. Students are expected to model respect, inclusion, civility, and a desire to learn.
    b. Practice courteous and respectful non-verbal communication with all members of the meeting/class.
    c. Students must follow the university code of conduct guidelines in all virtual environments including the chat feature of any applicable virtual space.
5. Students must treat the virtual space as a professional setting and at all times should avoid distracting activities such as driving, lying down, or reclining in bed (sitting or standing is acceptable).
    a. Do not multitask during class time. Some examples include cooking, holding multiple meetings, scrolling on other screens, or walking your dog.
6. Microphones should be muted at all times except for when participating in the discussion.
    a. Students should make every effort to minimize background noises.
7. Students must utilize a Zoom non-animated background to maintain privacy and professionalism, except during advancement.
8. Students are prohibited from using avatars and filters while in a virtual space.
9. Students must attend virtual meetings including classes in a private area where privacy and confidentiality is maintained and protected at all times.
    a. In cases where students do not have access to a private area, the student must utilize headphones to protect the meeting privacy and confidentiality.
    b. When discussing **clinical cases students must ensure that there are no breaches of confidentiality**.
10. Any behavior perceived as cyberbullying (sending, posting, or sharing negative, harmful, false, mean, or other content about someone else that can cause them to feel uncomfortable, targeted, or harmed) will not be tolerated.
11. Students must refrain from using drugs and alcohol while in the virtual space.
12. The use of e-cigarettes, vaping, smoking, or smokeless tobacco (chewing tobacco, chew, dipping tobacco, dip, oral tobacco, spit, spitting tobacco, and snuff) are prohibited while in the virtual space.
13. Students are prohibited from making any consensual or non-consensual sexual interactions, gestures, or requests in the virtual space.

Recording of Practicum Courses

According to program guidelines students must adhere to the following protocols regarding recording of practicum courses while engaging in virtual classroom settings.

1) Client confidentiality must be maintained at all times

    a) All students are prohibited from recording the practicum courses.
    b) Only instructors are authorized to record class sessions using the university's designated platform for recording.
2) Students who have recording accommodations through OAE, must coordinate with their PCS to request the recording of specific class sessions.

Technology in Agency Setting

While therapeutic services are conducted in person, they can also be provided using electronic methods. Students can conduct telehealth services based on the guidelines and regulations of their state's governing boards and the agency policies.

Students using any form of technology devices must comply with the HIPAA guidelines to ensure clients' confidentiality. HIPAA (Health Insurance Portability and Accountability Act) is a federal law that enforces privacy and security standards that protect the confidentiality of patient health information when using electronic methods of communication.

When students utilize technology in their practicum setting, they must adhere to the following technology guidelines to ensure client confidentiality is maintained throughout the process.

Technology Guidelines

1. When storing a client's personal information on electronic devices, it must be password protected and stored in a safe location.
2. All students must adhere to their agency guidelines regarding communication with clients via phone.
    a. If the agency does not have any policy/guidelines, students are prohibited from using their cell phone numbers. Students are encouraged to block their number before making calls to clients with their cell phones or find alternative methods.
3. Students must utilize an encrypted platform when communicating with clients through electronic systems such as emails.

Telehealth policy

According to the American Association of Marriage and Family Therapy (AAMFT), telehealth is defined as the therapist's ability to provide clinical services and treatment such as assessment, diagnosis, evaluation, clinical interventions, and consultation through technology in two formats.

1. Live video conferencing
2. Telephone

UMass Global MA MFT program permits students the option to accumulate their clinical practicum hours by conducting telehealth services. However, due to the program adhering to state governing board regulations regarding telehealth services, students in states that prohibit the use of telehealth in this context may not accumulate clinical hours utilizing telehealth. In addition to adhering to state board regulations, students must follow agency telehealth protocols at all times. The university reserves the right to deny students' ability to conduct telehealth services if the agency does not have sufficient telehealth protocols and policies set in place. In addition, we reserve the right to prohibit a student from conducting telehealth service if the agency does not comply with the state telehealth regulations.

The following are university requirements for students conducting telehealth services:

1. Students must obtain approval from their agency supervisor to conduct telehealth services.
2. Obtain consent from the client to conduct telehealth services.
3. Discuss the risks and benefits of providing telehealth services to clients.
4. Inform clients they have the right to end telehealth services at any time.
5. Clients' confidentiality must be maintained at all times.
6. Students can **ONLY** provide therapy sessions to individuals within their state of residence.
   a. Military students deployed overseas should consult with their clinical faculty representative on applicable protocols.
   b. Students who change their state of residence while in practicum should consult with their clinical faculty representative on applicable protocols.
7. All therapy sessions must be conducted over a HIPAA compliant platform such as thera-LINK, Zoom, doxy.me, etc.

If an agency does not have a telehealth informed consent form, students must use the MA MFT program form with approval from their clinical supervisor (See Appendix B).

Ethics of Recording

Students are expected to complete recording (audio or video) of clinical sessions for observational supervision and fulfill their practicum assignment requirements. Students must follow HIPPA and AAMFT Code of Ethics, the agency policy, and procedures and adhere to their state board regulations privacy and client confidentiality when recording videos. It is the responsibility of the student to follow the guidelines mentioned above to ensure the proper disposal of recordings.

As part of the practicum requirements, students will share the recordings of their therapy sessions during class. The information shared in class is considered highly confidential. It is a student's legal and ethical obligation to safeguard client's confidentiality by being physically located in a private area where client confidentiality is maintained.

Students must follow the below-recording guidelines:

1. Obtain a "Recording Consent form" from their client (s)' before the commencement of the recording. A copy of a program recording consent form can be found in Appendix C and on the MA MFT/PCC Clinical Information Page
2. The use of shared personal devices is prohibited.
    a. If a computer is shared, the recording cannot be stored on this device.
    b. Students are prohibited from utilizing their cellphone to record or store recordings.
3. If a client does not consent to be visible on camera, the recording equipment should be positioned in a manner in which the student is the only person visible on camera.
4. Be sure no confidential client information is visible on camera.
5. Record a minimum of **2** therapy sessions per practicum course.
    a. Each recorded session must be a full session
6. Prepare the recording equipment prior to the commencement of the therapy session.
7. All recordings conducted in an agency setting or through telehealth services must be secured and safely stored to protect clients' confidentiality; please follow agency guidelines and procedures regarding recording storage.
8. Recordings should **never** be uploaded to Blackboard or sent through the email system.
9. Students must utilize an encrypted storage device to store all recorded sessions.
10. Recordings must be deleted after the completion of the practicum series.
11. Ensure the recordings are completely deleted and not merely moved to the device's trash can or the cloud. Keep in mind that when students delete a file on their computer, they will need to use the secure delete function to ensure that the file is not recoverable. If the student's computer does not have this feature, they may need to purchase the appropriate software. For assistance with this please reach out to the university helpdesk at help@umassglobal.edu.
    a. If a student exchanges, sells, or donates their computer, they must delete their hard drive of any recordings.

Please note: If a clinical agency does not allow the recording of therapy sessions, students **must** locate a secondary site that will permit the recording of sessions.

University Protocols for Electronic & Videotape Recordings

The MA MFT program requires all students, faculty, and staff to uphold and adhere to policies and guidelines set forth by the AAMFT code of ethics and relevant state laws to ensure client confidentiality is maintained during the use of recording on devices.

Below are the program guidelines regarding recording devices:

Electronic Recording	Videotape Recording
• Students are prohibited from recording any sessions utilizing their university Zoom login information. • When utilizing a recording platform, students must avoid saving the recordings to the Cloud as it could cause a potential breach in client's confidentiality. • All recordings must be stored on an encrypted and password-protected device. • The video file should be password protected. • Students must adhere to confidentiality policies put forth by their agency and Site Supervisor.	• Videotapes and other recordings must be safely secured and stored. • The therapy videotapes and audiotapes must be kept in a locked place on the site where the therapy was conducted and any other locations to ensure appropriate storage. ○ If students' recording is stored on a camera, that camera should be stored behind two locks, which means that it must be in a locked box, in a locked drawer, or in a locked cabinet behind a locked door. • While transporting a tape from the clinical site for the practicum course, all precautions must be taken to transport and guard client information safely. • Tapes should not be labeled with any client identifying information. • Refrain from storing the recordings in a vehicle and in an open space that does not securely protect client identity.

CONCLUSION

Students are expected to follow the AAMFT Code of Ethics and their specific state board regulations when practicing in a clinical setting. Students are always required to uphold the most restrictive form of guidelines and protocols as established by regulatory institutions.

The Clinical Support Team verifies the completion of the practicum requirements which includes Advancement, clinical experience, and the practicum course requirements. Upon verification students become eligible for degree conferral and applying to their state board for Associate/Intern status.

If you have any questions regarding this handbook, please email mftpccclinical@umassglobal.edu.

GLOSSARY

Clinical Terminology

Advancement	An oral clinical standardized examination in which students' clinical skills and knowledge are evaluated by a member of the CST and at least one other UMass Global MA MFT faculty member.
Agency/Clinical Site	A clinical site is defined as a designated agency approved by UMass Global to serve as a training entity for students to obtain their clinical experience.
Agency Clinical Supervisor	Agency Clinical Supervisors provide ongoing supervision overseeing students' progress throughout the duration of their clinical experience. A supervisor can either be employed by the agency or contracted through the agency
Agency on Site Supervisor	Administrative supervisor that takes care of the day-to-day tasks related to agency functioning.
Agency Vetting	The process of approving a clinical site by the student CFR.
Clinical Hours	Clinical hours are categorized as direct client contact services & supervision hours.
Clinical Faculty Representative (CFR)	A member of the Clinical Support Team that works directly with students throughout the process of Advancement and Practicum.
Clinical Specialist (CS)	Members of the Clinical Support Team that collaborate with the CFRs throughout the Advancement and Practicum process.
Clinical Supervisor	A qualified individual who has been licensed in the field for a specific period of time and has met the criteria to provide supervision based on their state board regulations.
Clinical Support Team	A centralized remote team that consists of Clinical Faculty Representatives (CFR) and Clinical Specialists (CS).

Collateral hours	Any third party involved in the treatment of the client (e.g., teachers, counselors, interdisciplinary treatment team, etc.)
Consecutive session	Students must be enrolled in practicum consecutively (one after the other).
Direct Client Contact	Direct interaction with clients that includes the application of interventions applicable to the following systems: **Individuals, Couples, Families, and Group Therapy.**
Group therapy	Direct contact client services provided to more than one individual in a group setting. One hour of group therapy counts as one hour of direct client contact, whether there are two clients or many clients in the group.
Practicum	The “clinical training” component of the Umass Global MA MFT program.
Professional Liability Insurance	Insurance coverage for mental health professionals that provides protection to defend professionals against negligence claimed by clients and damages awarded in civil lawsuits.
Program Clinical Supervisor (PCS)	Program Clinical Supervisors are individuals hired by the university to provide clinical supervision while teaching practicum courses. The PCS provides supervision and guidance for students throughout the practicum course and their clinical experience. They evaluate student's growth and determine if the student is able to demonstrate mastery of clinical competencies and skillsets necessary to serve a diverse community. They also provide observational supervision during each practicum class, and students will account for those hours as part of their program supervision hour requirements.
Relational Hours	Services provided to two or more individuals within the system that have some type of relationship. Examples of relational hours include but are not limited to family units, couples, friendships, residential treatments, etc.

	For Group therapy hours to be considered relational hours, the services provided must meet one of the following criteria: 1. Group therapy with family members 2. Residential Facilities where clients reside within the same facility a. Pending clinical supervisor approval
Supervision	Oversight provided by the clinical supervisor to assess a student's level of performance, functioning, and clinical competencies developed throughout their practicum experience.
Supervision Hour	Students are required to simultaneously receive 100 hours of supervision as part of their practicum hour requirements throughout a series of six practicum courses over a period of 12 months.
Total hours	The accumulation of all clinical experience hours**.**
Trainee	Students are referred to as "Student Trainees" by the program throughout the duration of their training and practicum courses.

Clinical Acronyms

Terms	Acronyms
American Association of Marriage and family Therapist	AAMFT
Clinical Faculty Representative	CFR
Clinical Support Team	CST
Clinical Specialist	CS
Licensed Marriage and Family Therapy	LMFT
Master of Arts	MA
Marriage and Family Therapy	MFT
Program Clinical Supervisor	PCS

APPENDICES

Appendix A - Student Professional Conduct Process

The MA MFT professional conduct policy applies both to current and graduated students. UMass Global is committed to providing an accessible educational experience for all learners. If a student requires accommodations for a disability to fully participate in the professional conduct process below, please contact the Office of Accessible Education (OAE) at oae@umassglobal.edu or at (949) 341-9976 to request disability accommodations. Advance notice is necessary to arrange for some accessibility needs.

Please note that students or graduates of the program are expected to be in a quiet and private area during professional conduct meetings. They are required to have a working webcam which must be turned on for the duration of the meeting.

For **current** MA MFT students, the professional conduct procedures are as follows:

Step One Meeting: When a MA MFT program faculty member observes or becomes aware of behavior that brings into question a student’s ability to maintain appropriate professional, ethical, or personal standards, the faculty member shall meet with the student to discuss the behavior and to advise as to appropriate means of remediating such behavioral concerns. This meeting may be attended by a staff member. A second faculty member may also attend. A staff member will attend the meeting silently for the purpose of documenting the meeting's proceedings. The meeting shall be held in Zoom or on a similar virtual conference platform. Subject to written approval from all participants, the meeting shall be recorded with the URL for the recording provided to the student, the presiding faculty, and the program director.

With advance written approval from the Program Director/designee, the student may choose to have a silent observer attend the meeting. This does not include attorneys. The presence of attorneys at the meeting is not permitted as the meeting is not meant to function as a court of law. The silent observer may not participate directly in the meeting. Failure to comply with these rules may result in the removal of the silent observer or the termination of the meeting. One five-minute recess may be requested during the course of the meeting if the student wishes to consult with the silent observer.

During the meeting, the faculty member(s) will identify the behaviors of concern, discuss the behavioral concerns with the student, solicit the student’s response to the behavioral concerns in question, and advise the student as to appropriate means of remediating the behavioral concerns. The staff member will document the meeting's proceedings. After the meeting, the Program Director will provide a written summary of the meeting to the student, including the identified behaviors of concern, the advisement provided by faculty, the student's response during the meeting, and any additional advisement for remediating the behavioral concerns warranted by the meeting's proceedings.

The faculty member may, at their discretion, proceed to conduct a Step One Meeting in the absence of a student who fails to appear despite having been provided advance notice of the meeting. The student will be considered to have waived their opportunity to participate in the meeting. After the meeting, the Program Director will provide a written summary of the meeting to the student, including the identified behaviors of concern, the advisement provided by faculty, and the student's failure to attend the meeting.

The following conditions automatically require a Step One meeting if the student has not yet had a Step One meeting, or a Step Two meeting if the student has previously had a Step One meeting but not a Step Two meeting:

- Termination of a student's practicum placement by placement site personnel
- Failure of the student to secure a practicum placement after interviewing at 7 sites

Step Two Meeting: At any time after the Step One Meeting, if the MA MFT Program Director deems that, a student’s ability to maintain appropriate professional, ethical, or personal standards remains in question and behavioral concerns remain unresolved, a second meeting shall be convened. This second meeting shall be attended by the Program Director or designee, Clinical Director or designee, and student. All responsibilities in this policy assigned to the Program Director may instead be fulfilled by the Vice Chair. If the faculty member who met with the student in step 1 was the Program Director or Vice Chair, the Dean will appoint a different psychology faculty member to substitute for the Program Director or Vice Chair in steps 2 and 3 of this process. A staff member will also attend the meeting silently for the purpose of documenting the meeting's proceedings. The meeting shall be held in Zoom or on a similar virtual conference platform. Subject to written approval from all participants, the meeting shall be recorded with the URL for the recording provided to the student, Program Director/designee, and Field Director/designee.

With advance written approval from the Program Director/designee, the student may choose to have a silent observer attend the meeting. This does not include attorneys. The presence of attorneys at the meeting is not permitted as the meeting is not meant to function as a court of law. The silent observer may not participate directly in the meeting. Failure to comply with these rules may result in the removal of the silent observer or the termination of the meeting. One five-minute recess may be requested during the course of the meeting if the student wishes to consult with the silent observer.

During the meeting, the Program Director/designee and Clinical Director/designee will identify the behaviors of concern, discuss the behavioral concerns with the student, solicit the student's response to the behavioral concerns in question, and advise the student as to appropriate means of remediating the behavioral concerns. The staff member will document the meeting's proceedings. After the meeting, the Program Director/designee will provide a written summary of the meeting to the student, including the identified behaviors of concern, the advisement provided by the Program Director/designee and Clinical Director/designee, the student's response, and any additional advisement for remediating the behavioral concerns warranted by the meeting's proceedings.

The Program Director/designee and Clinical Director/designee may, at their discretion, proceed to conduct a Step Two Meeting in the absence of a student who fails to appear despite having been provided advance notice of the meeting. The student will be considered to have waived their opportunity to participate in the meeting. After the meeting, the Program Director/designee will provide a written summary of the meeting to the student, including the identified behaviors of concern, the advisement provided by the Program Director/designee and Clinical Director/designee, and the student's failure to attend the meeting.

Step Three: At any time after the Step Two Meeting, if the MA MFT Program Director and Clinical Director deem that the student's ability to maintain appropriate professional, ethical, and/or personal standards remains in question and the behavioral concerns remain unresolved, they may recommend to the Dean that the student be suspended or dismissed from the MA MFT program. The Dean may suspend or dismiss the student from the program, with written notice provided to the student. The suspension or dismissal takes effect upon the Dean's issuance of the official letter of suspension or dismissal. A student dismissed from the program under the professional conduct policy is not eligible for readmission to the MA MFT or the MA PCC program.

A notice of suspension will specify (a) the earliest date at which the Dean will consider lifting the suspension; (b) the steps that the student must take in order for the Dean to consider lifting the suspension; and (c) the deadline by which the student must complete those steps and request that the suspension be lifted. If, by that deadline, the student has not submitted a request that in the Dean's assessment is sufficient to warrant lifting the suspension, the suspension will convert to dismissal from the program, with written notice provided to the student. That dismissal takes effect upon the Dean's issuance of the official letter of dismissal.

Step Four: A student who is dismissed or suspended from the program may, within 30 calendar days of receipt of the dismissal or suspension notification, petition the Dean’s ruling to a professional review committee. The petition process is documentation-based and does not include a synchronous hearing. To file a petition, the student must submit to the Dean a written petition with supporting documentation appended. The Dean will forward the written petition and supporting documentation to the professional review committee. After review, the professional review committee will issue a final ruling within 30 calendar days of the Dean's receipt of the student's petition. The committee’s ruling is not subject to appeal.

Appendix B - UMass Global Telehealth Consent Information

The purpose of this document is to serve as an acknowledgment between the client and the student-trainee, specifying terms and conditions, ethical and legal guidelines related to telehealth services. Client's written or verbal consent must be obtained before the commencement of telehealth therapy services.

The provision of telehealth allows for clients to obtain therapeutic services remotely. Therapy services can be provided by telephone or an encrypted online video conferencing platform.

The online platforms utilized for telehealth must be Health Insurance Portability and Accountability Act of 1996 (HIPAA) compliant. HIPAA is a federal law that requires the creation of national standards to protect sensitive patient health information from being disclosed without the patient's consent or knowledge (CDC, 2018).

Student-trainees may use the below informed consent for agencies that allow for telehealth services but do not have a telehealth consent form.

Please note prior supervisor approval is needed before the utilization of the UMass Global Telehealth Informed Consent form.

UMass Global Telehealth Informed Consent

Client Name: ___________________________ Therapist name: _________________________

Supervisors' name and License #: ____

I, _______________________ (Name of client) hereby consent to engage in Telehealth services

with_____________________________________ (Student-trainee name, title).

I understand that Telehealth is a practice of delivering mental health services via technology-assisted media or other electronic means. (e.g., Telephone, Internet) between a therapist-trainee and a client who is located in two different settings. Services such as consultation, intake, assessments, diagnosis, treatment planning, psychoeducation, referrals, and psychotherapy sessions are provided via telehealth.

By signing this form, I understand and agree to the following:

1. I have the right to withhold or withdraw consent at any time during treatment without it affecting my rights to future care, services, or program benefits to which otherwise be entitled.
2. The laws that protect the confidentiality of the client's personal information and clinical treatment record also apply to telehealth counseling. As such, the client understands that the information disclosed by them during the course of telehealth counseling sessions is generally confidential/privileged. However, there are general exceptions to confidentiality, including
    a. Child abuse, Elder Abuse, Dependent-adult abuse, Harm to self, harm to others, Court Subpoenas, Patriot's Act (Act of terrorism)
    b. Refer to your state-specific regulations regarding exceptions to confidentiality.
3. I understand that there are risks associated with participating in telehealth including, but not limited to, the possibility, despite reasonable efforts and safeguards on the part of my therapist, that my psychotherapy sessions and transmission of my treatment information could be disrupted or distorted by technical failures and/or interrupted or accessed by unauthorized persons, and that the electronic storage of my treatment information could be accessed by unauthorized persons.
4. I understand that miscommunication between myself and my therapist may occur via telehealth.
5. I understand that there is a risk of being overheard by persons near me and that I am responsible for using a location that is private and free from distractions or intrusions.
6. I understand that at the beginning of each telehealth session my therapist is required to verify my full name and current location.

7. I understand that in some instances telehealth may not be as effective or provide the same results as in-person therapy.
8. I understand that if my therapist believes I would be better served by in-person therapy, my therapist will discuss this with me and refer me to in-person services as needed.
9. If such services are not possible because of distance or hardship, I will be referred to other therapists who can provide such services.
10. I have discussed the fees charged for telehealth with my therapist and agree to them [or for insurance patients: I have discussed with my therapist and agree that my therapist will bill my insurance plan for telehealth and that I will be billed for any portion that is the patient's responsibility (e.g. co-payments)], and I have been provided with this information in the [Informed Consent Form or Name of Payment Agreement Form]
11. I understand that my therapist will make reasonable efforts to ascertain and provide me with emergency resources in my geographic area. I further understand that my therapist may not be able to assist me in an emergency situation. If I require emergency care, I understand that I may call 911 or proceed to the nearest hospital emergency room for immediate assistance

I have read and understood the information provided above, have discussed it with my therapist (student-trainee), and understand that I have the right to have all my questions regarding this information answered to my satisfaction.

[For conjoint or family therapy, patients may sign individual consent forms or sign the same form.]

Client's Name (please print)   Client's Signature   Date

Therapist (Student/Trainee) Name   Therapist (Student/Trainee) Signature   Date

Verbal Consent Obtained

Therapist (student-trainee) reviewed Telehealth Consent Form with Patient, Patient understands and agrees to the above advisements, and Patient has verbally consented to receiving psychotherapy services from Therapist via Telehealth.

Therapist (Student/Trainee) Name   Therapist (Student/Trainee) Signature   Date

(*This form has been adapted from CAMFT, 2022*)

Appendix C - Recording Informed Consent

As part of the requirements for the UMass Global Master of Arts (MA) Marriage and Family Therapy (MFT) program, students must present a series of pre-recorded sessions during their practicum class to fulfill the program's clinical and educational requirements.

The purpose of this consent form is to receive authorization from clients for participation in recorded sessions. Please note, at any time during therapy, you may choose to rescind your authorization for recording. Your participation in this process is strictly voluntary, and refusal to sign this authorization will not affect your ability to receive therapeutic services or access your clinical records. If at any time during a session you decide not to move forward with the recording for that day, you may ask the student-trainee to stop recording and delete the recorded session.

All viewers of the recordings are bound by law and the American Association of Marriage and Family Therapy Code of Ethics standards. The records will be managed with confidentiality by being stored on a password protected device and an encrypted file. Your recorded sessions will not be discussed or shared outside of the context of supervision and the practicum courses.

These pre-recorded sessions may be viewed and shared with the following individuals:

1. Student's supervisor:
   a. During group or individual supervision
2. Students' practicum class
   a. MA MFT faculty
   b. Students in class

Risks

Students are committed to protecting your confidentiality by following the steps necessary to ensure proper storage, transportation, and the discarding of your recorded sessions. There may be potential risks involved outside of a student's control when recording sessions, such as theft or the possibility of another practicum student recognizing you.

By signing below, I ____________________________________ (Client's name) am permitting ____________________________________(Trainee name) to record our session(s) and review the recording file(s) with the aforementioned individuals for purposes of supervision and practicum requirement. I also acknowledge that there are potential risks to engaging in recorded sessions.

________________________________ ____________________________________
Client's Signature Date

________________________________ ____________________________________
*Guardian's Signature Date

_____________________________ ____________________________________
Student/Trainee Signature Date

*Consent for a minor by their caregiver to receive treatment.

Please complete the Recording Informed Consent Form here

Appendix D - Practicum Leave of Absence Form

The purpose of the 'Practicum Leave of Absence' form is for students to notify their program of their decision to take a leave between practicum sessions. This form must be completed on an emergency and non-emergency basis. This form requires a signature by the agency supervisor and the student. In addition, it requires program approval by the Field Director or designee. The form will be submitted to mftpccclinical@umassglobal.edu. Once the leave is approved by the Clinical Director or designee the student is required to upload the form to their student file.

Date:

Student Name: Agency Name:

Current Practicum session: Session(s) Requested Off:

Return to Practicum Session:

Reasons for requesting leave of absence:

____

____

____

____

Arrangements made with Agency/supervisor while on a leave of absence:

____

____

____

Other Information:

____

____

Student signature: ____

Supervisor signature:____

Clinical Support Team member signature:_______________________________________

Appendix E - Clinical Site Qualification Checklist

Clinical Site Qualification Checklist		
		Yes/NO
Does your agency fall under any of these settings?	• Government entity, a school, college, university, a nonprofit and charitable corporation, a licensed health facility, a community treatment facility, a licensed alcohol or drug abuse recovery facility.	
Do you have a licensed supervisor on staff with the following qualifications?	• Licensed Marriage & Family Therapist • Licensed Clinical Social Worker • Licensed Mental Health Counselor • Licensed Professional Clinical Counselor • Psychologist • Psychiatrist • Board or AAMFT approved Supervisor	
Are you able to meet the state regulated supervision requirements on a weekly basis?	• Provide the required ratio of supervision per week based on state regulations • 1 hour of individual supervision • 2 hours of group supervision • Requirements may differ depending on different states	
Does your agency allow audio or video recordings of students' sessions?	• The purpose of the recordings is for students to demonstrate their ability to provide clinical services to clients (individual, couple, family, etc.), hence the focus will be on the student only and not the client.	
Does your agency provide psychosocial and emotional therapy services?	• Children, adults, or older Adults	

Does your agency offer Relational Hours?	• Couple, Children, Family, & In-patient Group therapy	
Does your agency allow students to provide telehealth services?	• Students can conduct therapy services through the use of HIPPA approved platforms.	
The MA MFT program vets (interviews) every clinical agency based on specific qualifications to explore if the agency meets the university and state requirements to qualify as a training site for students. Above is the checklist of qualifications CST utilizes to assess and approve clinical agencies.		

Clinical Site Qualification Checklist		
Questions	**Eligible Requirements**	<u>**Yes/NO**</u>
Is the agency compatible with any of the following settings?	• Government entity, a school, college, university, a nonprofit and charitable corporation, a licensed health facility, a community treatment facility, a licensed alcohol, hospitals, or drug abuse recovery facility.	
Does the agency provide any of the following services?	• Individual, group therapy ○ Working with Children, adults, older Adults, couples, or families	
Does the agency offer Relational Hours?	• Couple, Children, Family, & residential Group therapy	
Does the agency employ any licensed supervisors that possess the following credentials?	• Licensed Marriage & Family Therapist • Licensed Clinical Social Worker • Licensed Mental Health Counselor	

	• Licensed Professional Clinical Counselor Psychologist • Psychiatrist	
Does the agency have a licensed clinical supervisor with any of the following supervision credentials?	• Board supervisor • AAMFT approved supervisor	

Does the agency offer weekly supervision, and in what format is the supervision provided?	• Provide the required ratio of supervision per week based on state regulations.
	  ○ Requirements may differ depending on different states
	• Supervision formats
	  ○ 1 hour of individual supervision
	  ○ 1 hour of triadic supervision
	  ○ 2 hours of group supervision	

Does the agency allow audio or video recordings of students' therapy sessions?	• Audio and video recordings are a mandatory program requirement
	  ○ Students will demonstrate their clinical skills through these recordings in both clinical setting and practicum courses.
	  ○ To maintain confidentiality, when recording a video, the focus will solely be on the student.	

Does the agency allow students to provide telehealth services?	• Students may conduct therapy services utilizing HIPPA approved platforms. ○ This requirement is dependent on state regulations and guidelines	
Note: Not all approved sites listed permit session recording or offer relational hours. It is the student's responsibility to secure a practicum site that aligns with the program requirements.		