

## **PRACTICUM PROCESS GUIDELINES FOR ON-LINE MFT STUDENTS\***

### **Pre-Admission**

Prior to admission to the program, seminary/program personnel will discuss with potential online students the fact that the student will be responsible to locate a site for his/her practicum, and then discuss in what type of locale he/she lives and the probability/possibility of securing a site. Potential students will be told that some help will be provided to them, by the program, in how to go about finding a site. This all will be done so that potential students will understand their responsibilities concerning the practicum.

### **Registered MFT Student, Pre-Practicum**

ALL students in the MAMFT program must meet certain criteria before they can begin their clinical portion of the program, the Practicum. These criteria, along with the practicum admission and process is explained in detail in the MFT Program Handbook.

#### ***Informed Decision of Practicum Hours***

Prior to beginning Practicum, each student must choose between completing either a 300 hour or 500 hour practicum, which takes place during the CC637 Family Therapy – Skills and Practice course. Educational/Regulatory requirements vary from state to state. The educational requirements for licensure for the Commonwealth of Pennsylvania is a practicum of 300 hours. If a student plans to remain in Pennsylvania to live and work, then he/she may choose the 300 hours option. If a student either *currently lives or plans to live and work in another state*, that state's educational/regulatory requirements for licensure will be discussed with the student, sometime during this course, so that he/she may make an informed decision as to how many hours he/she will need to complete for practicum: either 300 hours or 500 hours.

The "Choice of Practicum Hours" form will be given to students in the CC637 course at least two months prior to beginning Practicum. This form must be submitted to the Program Director no later than the last day of classes in December (for those beginning Practicum in Spring), or another date to be determined if a student will begin Practicum at another time.

#### ***Finding and Procuring a Practicum Site***

Online students will be responsible to find an appropriate site where they can do their practicum/internship, with the support and guidance of the program. Once a site has been located, online students will work through the approval process by submitting a **Proposal for Internship Site for On-line Students FORM** to the Program Director, for approval. (MFT personnel will then contact the site and discuss the appropriateness of taking on an MFT intern, and then inform the on-line student of its approval or not. Once approval/permission has been granted, a contract will be sent directly to the agency that will need to be signed and returned to the Program Director.) Forms will be sent to the student for the student to sign and for the student to give to the point person at the approved site to sign, and then these signed forms must be returned to the Program Director prior to the on-line student commencing with practicum.

Internship/practicum guidelines for students in the on-line MFT program consist of the following:

1. If the student lives “within a reasonable driving distance” to either The Wenger Marriage & Family Center (in Myerstown) or The Marriage & Family Center in Lititz, the student will be encouraged (but not required) to do her/his practicum in one of these locations, and be supervised by one of the MFT department’s supervisors face to face. If the student opts to not do their practicum at one of these centers, then the student will be responsible to secure a practicum site in an Agency or Church that treats Families, Couples, and Individuals, and that will provide them with relational hours, according to the number of hours the student chooses to accumulate during the practicum, either:
  - A 300-hour practicum (120 relational hours requirement)
  - A 500-hour practicum (200 relational hours requirement)
 The student must then submit, for approval, the **Proposal for Internship Site for On-line Students FORM** to the Program Director. MFT personnel will then contact the site and discuss the appropriateness of taking on an MFT intern.
2. If the student “*does not live within a reasonable distance*” to the centers, they will be responsible to secure a practicum site in an Agency or Church that treats Families, Couples, and Individuals, and that will provide them with relational hours, according to the number of hours the student chooses to accumulate during the practicum, either:
  - A 300-hour practicum (120 relational hours requirement)
  - A 500-hour practicum (200 relational hours requirement)
 The student must then submit the **Proposal for Internship Site for On-line Students FORM** to the Program Director. MFT personnel will then contact the site and discuss the appropriateness of taking on an MFT intern.
3. If/When the internship site is approved, both the student intern and “agency” must agree to the *No-Payment Policy*.
4. Once permission is granted, a contract will be sent to the agency to sign and other forms will be sent to the student, to be signed by both the “agency” *and* by the student intern, and then **must** be returned to the Program Director *prior* to the student intern beginning to see clients there.

### ***Locating and Securing a Supervisor***

During Practicum, both on-ground and on-line interns will/must participate in weekly supervision. (When the program contacts an agency to determine its suitability to take an MFT intern, the program will also discuss the kind of supervision that might/would be available to an intern at that agency. The program will then interview any potential supervisor to determine the kind of supervision that will be available and what might be needed additionally for our MFT intern.) Supervision for on-line students will fall under the following categories:

1. When an agency provides supervision with an AAMFT approved supervisor:
  - Student intern may complete all his/her supervision hours at the agency with that AAMFT approved supervisor.
  - That AAMFT approved supervisor will be sent a **Clinical Supervision Contract** that she/he must complete, sign and submit to the Program Director prior to the intern commencing the internship.
2. When an agency provides supervision with a non- AAMFT approved supervisor, the student intern will be required to:

- Get the name, email address and phone number of the agency's supervisor and send it to the Program Director, so that the program will be able to contact, for approval, the potential supervisor to confirm the qualifications of the supervisor, and once approved, for the intern to then meet weekly with that supervisor, as well as to
  - have weekly supervision, via Zoom, with one of our assigned MFT program's supervisors.
  - The agency supervisor will be sent a **Clinical Supervision Contract** that she/he must complete, sign and submit to the Program Director prior to the intern commencing the internship.
3. When an agency does not provide supervision:
- Student intern will be responsible to find an AAMFT approved supervisor in her/his area, and to pay for it.
  - The student intern will send the name, phone number and email address of the AAMFT approved supervisor to the Program Director. The program will then contact the supervisor to confirm his/her qualifications in order to grant approval/permission for the intern to meet with this supervisor.
  - The supervisor will then be sent a **Clinical Supervision Contract** that she/he must complete, sign and submit to the Program Director prior to the intern commencing the internship.

The on-line student intern will then be subject to the agency's protocols and procedures where the student is doing his/her practicum/internship.

*\*Located on pages 24-26 of the MFT Program Handbook*