MFT
Policy and Procedures Manual

University of Georgia
Marriage and Family Therapy Program
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Welcome to the Marriage and Family Therapy (MFT) Program at the University of Georgia. The MFT program is housed within the College of Family and Consumer Science and the Department of Human Development and Family Science. The MFT program is accredited by the Commission on Accreditation for Marriage and Family Therapy (COAMFTE) and The International Accreditation Commission for Systemic Therapy Education (IACSTE).

This manual will cover information unique to the MFT Program and was developed in order to promote transparency and accuracy about policies, procedures, and program expectations. It should be used in concordance with the HDFS Doctoral Program for MFT Emphasis Handbook and the ASPIRE Clinic Manual. It is necessary to meet the guidelines of all three documents.

The HDFS Doctoral Handbook: 
The ASPIRE Clinic Manual: 

Every effort is made to provide accurate and current information in this handbook, the MFT program reserves the right to change statements in the handbook concerning polices, curricula, or other matters. Students enrolled in the MFT Program agree to comply with the Program’s rules and regulations and to accommodate to changes when necessary (i.e., transition to COAMFTE version 12 guidelines).

Mission Statements

University of Georgia Mission Statement
The University of Georgia shares with the other research universities of the University System of Georgia the following core characteristics:

- a statewide responsibility and commitment to excellence and academic achievements having national and international recognition;
- a commitment to excellence in a teaching/learning environment dedicated to serving a diverse and well-prepared student body, to promoting high levels of student achievement, and to providing appropriate academic support services;
- a commitment to excellence in research, scholarship, and creative endeavors that are focused on organized programs to create, maintain, and apply new knowledge and theories; that promote instructional quality and effectiveness; and that enhance institutionally relevant faculty qualifications;
- a commitment to excellence in public service, economic development, and technical assistance activities designed to address the strategic needs of the state of Georgia along
with a comprehensive offering of continuing education designed to meet the needs of Georgia’s citizens in life-long learning and professional education;

- a wide range of academic and professional programming at the baccalaureate, master’s, and doctoral levels.

**UGA MFT Doctoral Program Mission Statement**

The mission of the Marriage and Family Therapy (MFT) Program at the University of Georgia is to train scientist-practitioners to become innovative leaders in addressing contemporary challenges in global mental health. Faculty and students will engage in scholarship that advances ethical solutions to complex issues affecting diverse individuals, families and communities using a systemic relational orientation. Scholars will demonstrate excellence in teaching, clinical research and engagement focused on promoting a social justice agenda.

**MFT Program Identity**

Working relationally and systemically with *diverse individuals, couples, families and communities:*

- **Global Mental Health**
- **Translational Sciences**
  - Cultural Responsiveness
  - Social Determinants of Health
- **Traumatic Stress & Resilience**
- **Immigrant and Refugee Families**

The above graphic is a representation of the dynamic interaction between our values and areas of scholarship. As a program we strive towards relational scholarship – research, clinical work, teaching, and community outreach – that centers and/or benefits diverse individuals, couples, families, and communities. This manifests around four central topics: global mental health, traumatic stress & resilience, immigrant & refugee families, and translational sciences with particular attention to cultural responsiveness and an emphasis on social determinants of health. These areas of scholarship are reflected in most, but not all of our work, and are not exclusive of the range of research that we conduct. Each area of research is dynamic in and of itself and interacts with broader topics within the field of Human Development and Family Science.
Diversity, Equity, and Inclusion Statement

We acknowledge that the land on which the University of Georgia stands is the traditional territory of the Muscogee-Creek, Cherokee, and Chickasaw Peoples, and was founded and maintained by enslaved people in the antebellum period. We acknowledge these people and their ancestors with respect, and recognize that, today, we continue to benefit from this legacy of oppression.

The University of Georgia’s doctoral marriage and family therapy program is committed to striving toward affirming the lives and identities of individuals, couples, families and communities of marginalized identities through our scholarship, which includes research, clinical practice, teaching and community outreach. In particular, we strive towards the inclusion and affirmation of people marginalized and oppressed on the basis of race, ethnicity, gender identity and expression, sexual orientation, socioeconomic position, ability status, immigration and citizenship status, religion, and age. We also recognize that we are a part of a global community and are committed to attending to issues of inequity around the world.

This work includes striving toward centering marginalized groups in our scholarship, doing work that benefits them, as well as supporting the growth and development of students of marginalized identities and our international students. We strive to accomplish this by engaging in ongoing self-examination, deploying decolonizing practices, and promoting the liberation of historically and currently disenfranchised populations.

Although inclusion and affirmation are key in supporting diversity and equity in the field of marriage and family therapy, we are also committed to striving towards dismantling those systems of oppression that continue to marginalize and oppress. This includes not only acknowledging the ways in which we benefit from and are complicit in maintaining these systems, but also taking direct actions to deconstruct White supremacy, cissexism, ableism, sexism, classism, heterosexism, xenophobia, and their intersections in our scholarship, and in our own department and academic community.

We believe this work is never done; we believe we can never be done. We are therefore committed to listening to marginalized and oppressed groups and raising their voices. We endeavor to hold each other accountable, students and faculty alike, aspiring to create a space that is safer for all, that inspires sustainable socially-just scholarship, and that inspires the growth and development of social justice leaders in the field of marriage and family therapy.

[Émilie Ellis and Elizabeth Wieling, revised August 2021]
Faculty

All MFT faculty are doctoral-level Marriage and Family Therapists and AAMFT Approved Supervisors. Please refer to the UGA HDFS website for faculty curriculum vitas and current research projects. [https://www.fcs.uga.edu/hdfs/graduate-faculty](https://www.fcs.uga.edu/hdfs/graduate-faculty)

**Dr. Elizabeth Wieling**
Ph.D. Human Development & Family Studies/MFT, Iowa State University, 1997
MFT Program Director
Professor
*Evidenced based treatments for families affected by traumatic stress*
*Evidence based parenting interventions/Child mental health*
*Immigrant and refugee mental health*
*Global mental health*
*Translational Sciences - prevention, implementation, and dissemination*

Dr. Wieling provides oversight as MFT Program Director for 12 months/year.

**Dr. J. Maria Bermúdez**
Associate Professor
*Latino family resilience*
*Intersections of race, class, gender, and sexuality among Latinx populations*
*Narrative family therapy*
*Feminist informed therapy and research*

**Dr. Desiree Seponski.**
Ph.D. Child & Family Development/MFT, University of Georgia, 2011
Associate Professor
*Culturally responsive family therapy and intervention*
*Cambodian and Southeast Asian immigrant and refugee families affected by poverty, trauma, and discrimination*

**Dr. Jennifer Gonyea**
Clinical Associate Professor
Ph.D. Child & Family Development/MFT, University of Georgia, 2005
*Family functioning & couple interactions*
*Strengthening couple relationships*
*Improving mental health and overall wellness*
*Training C/MFT service providers*
*Evaluation research on community-based interventions*
Faculty Outcomes & Policies

1. **MFT faculty will have monthly meetings** between August and May (see Appendix C). The MFT student-faculty liaison will be present at every meeting for discussions that do not involve a violation of confidentiality or boundary breach. The MFT student-faculty liaison will serve as a conveyor of communication between the students and faculty. A departmental staff person will serve as note taker. Notes as reviewed by program director and upload to OneDrive. MFT faculty, HDFS Department Head and Graduate Coordinator have access to meeting minutes.

2. Once a year in May the MFT faculty will have a **full day retreat** (see Appendix C). The purpose of this meeting is to review and evaluate Program Goals, Student Learning Outcomes, Faculty Outcomes, Graduate Achievement Data, feedback from various Communities of Interest, and current policies. Prior to the retreat, data collected from throughout the year will be analyzed.

3. Aggregated data on **Graduate Student Achievement** will be discussed at the annual faculty retreat. Further, discussion on improving the program and making changes will occur. At the annual faculty retreat, MFT faculty will evaluate and review the curriculum and teaching of our courses. Minutes will be kept.

4. **Exit interviews** with graduates/recent alumni will be conducted within 6 months of graduation. MFT exam pass rates and employment status will also be obtained. These data will be reported to COAMFTE on annual report.

5. MFT faculty will meet annually with a **Community of Interest Board**. Members are invited to serve on a 3-year rotation and have a key role in providing insight into program policies and procedures. Prior to the meeting, the Program Director will send COI members program materials for review and feedback. COI feedback is further discussed during the May faculty retreat and a response is summarized in writing to COI members. Changes are outlined in the MFT Handbook for the following academic year. All corresponding documentation is uploaded to OneDrive’s secure program folder.

6. The MFT Program Director will **meet on a monthly basis with Clinical Director of ASPIRE** (see Appendix C). Minutes will be kept of these meetings by either director and shared with MFT faculty and students as appropriate.

7. The Clinical Director of the ASPIRE Clinic will hold meetings with the **advisory board** at least once per semester (see Appendix C). This board includes members of the four departments of the College of Family and Consumer Sciences as well as faculty from the Law School. Minutes of these meetings will be maintained at the ASPIRE Clinic and shared, when appropriate with MFT Doctoral Program.

8. The MFT Program Director will **meet on a monthly basis with HDFS Department Head** about program topics. Minutes will be kept of these meetings and content shared with MFT faculty and students as appropriate.

9. The MFT Program Director will **meet as needed with HDFS Department Graduate Coordinator and Admissions Coordinator**.

In order to obtain our program goals (see MFT Educational Outcomes), our faculty are held to a specific standard in terms of research, teaching, clinical work, and social justice. All MFT faculty members at the University of Georgia Marriage and Family Therapy Program will:
1. Be engaged in research relevant to MFT – as evidenced by publications, presenting at national/international conferences, and pursue external funding.
2. Be clinically engaged and licensed as a Marriage and Family Therapist and an AAMFT Clinical Fellow and Approved Supervisor. Faculty must also meet state licensing and credentialing standards appropriate to their supervisory obligations.
3. Demonstrate effective teaching abilities with specific attention to addressing health disparities and promoting social justice.
4. Provide service in the department, university, field, and other interested and diverse communities.
5. Address diversity, equity and inclusion throughout their scholarship.
MFT Educational Outcomes

Program goals:

1. Developing advanced culturally responsive and ethical clinical knowledge and skills in family therapy practice and supervision
2. Gaining multi-method research skills that focus on individuals, couples, and families
3. Building foundational pedagogical grounding and effective teaching skills
4. Becoming engaged in ecologically relevant translational science, prevention, and clinical intervention scholarship focused on social justice

Program goal #1: Developing advanced culturally responsive and ethical clinical knowledge and skills in family therapy practice and supervision

Student Learning Outcome 1.1: Students will gain advanced, culturally responsive, ethical and relationally oriented clinical practice skills throughout the program and demonstrate clinical competency. Accomplishment of this criterion will be measured through the Annual MFT Student Evaluation (Appendix O), wherein the student will be evaluated on their clinical competency based on their performance in Practicum or a clinical internship (if applicable). Students who have exited Practicum and are not completing a clinical internship (but who are remaining clinically active through providing supervision or other faculty-approved means) will be evaluated on whether they have met standards for demonstrating clinical competency according to their chosen path (Path A, B, or C), which is evaluated in the MFT Portfolio Evaluation Rubric:

Target: 80% of students will meet or exceed expectations on annual MFT student evaluations on item 1 and/or MFT Portfolio Rubric Items 4(a).

Student Learning Outcome 1.2: Students will demonstrate that they have gained skills as a relational and systemic supervisor in accordance with MFT principles, and AAMFT and local ethical standards and are prepared to supervise MFTs in training. Accomplishment of this criterion will be measured through completing the course “MFT Supervision” (HDFS 9080), which will be assessed through reviewing student transcripts:

Target: 80% of students will successfully complete the final philosophy of supervision paper and case presentation according to the AAMFT Approved Supervisor Designation Standards and Responsibilities Handbook earning a grade of B or higher on the paper and presentation.

Student learning outcome 1.3: Students will demonstrate advanced knowledge of a clinical area and specialty in relationally oriented clinical work. Accomplishment of this criterion will be measured through the theory of therapy writing and presentation rubric (Appendices I & J) and MFT Portfolio Evaluation Rubric (Appendix R).

Target: 80% of students will meet or exceed expectations on each item in the theory of therapy writing and presentation rubrics and the MFT Portfolio Evaluation Rubric Item 4(b).
Program goal #2: Gaining multi-method research skills that focus on individuals, couples, and families

Student Learning Outcome 2.1: Students will be prepared to conduct ethical, independent, rigorous ecologically relevant and relationally oriented systemic research with opportunities to address mental health across diverse populations. Accomplishment of this criterion will be measured through MFT Portfolio Evaluation Rubric (Appendix R):

Target: 80% of students will meet or exceed expectations on all criteria on MFT Portfolio Items 1(a), 1(b), and 1(c).

Student Learning Outcome 2.2: Students will be prepared to collaborate with peers and supervisors on rigorous relationally oriented clinical research. Accomplishment of this criterion will be measured through review of student CVs:

Target: 80% of students will graduate with co-authorship on a clinical research paper or presentation with MFT faculty and/or other students.

Student Learning Outcome 2.3: Students will have demonstrated that they are prepared to conduct ethical research and apply collaboratively or independently for grants. Accomplishment of this criterion will be measured through completion of the professional seminar (HDFS 8910) MFT Portfolio Evaluation Rubric (Appendix R).

Target: 80% of students will meet or exceed expectations on MFT Portfolio Item 1(d), and 100% of students will have successfully completed HDFS 8910.

Student Learning Outcome 2.4: Students will obtain training in multiple research methodologies for application in culturally-responsive clinical research with individuals, couples and families. Accomplishment of this criterion will be measured through completion of the required Advanced curriculum, student transcripts, and student CVs:

Target: 100% of students will successfully complete the required quantitative and qualitative research methods courses (HDFS 7170, HDFS 8800, and HDFS 8810).

Program goal #3: Building foundational pedagogical grounding and effective teaching skills

Student Learning Outcome 3.1: Students will be prepared to independently teach at the university level to a diverse group of students. Accomplishment of this criterion will be measured through MFT Portfolio Evaluation Rubric (Appendix R):

Target: 80% of students will meet or exceed expectations on MFT Portfolio Item 2.
**Student Learning Outcome 3.2:** Students will demonstrate ethical professionalism through their active involvement in professional organizations and be prepared to conduct professional training workshops and consultations in community settings. Accomplishment will be measured through the MFT Portfolio Evaluation Rubric (Appendix R):

Target: 80% of students will meet or exceed expectations on MFT Portfolio Item 1(b) and Item 3.

**Program #4: Becoming engaged in ecologically relevant translational science, prevention, and clinical intervention scholarship focused on social justice.**

**Student Learning Outcome 4.1:** Students will demonstrate engagement in ethical, systemic clinical research that addresses social change – individual, relational, community – across diverse populations. Accomplishment will be measured through the MFT Portfolio Evaluation Rubric (Appendix R) and the final approved internship plan:

Target: 80% of students will either meet or exceed criteria on Portfolio Item 1(c) or have a research focus for internship criterion 4.

**Student Learning Outcome 4.2:** Students will demonstrate that they have gained advanced clinical knowledge and practice skills in an area related to the emotional and relational health of diverse or marginalized populations. Accomplishment of this criterion will be measured through the theory of therapy paper and presentation rubrics (Appendices I & J) and the final approved internship plan:

Target: 80% of students will either meet or exceed criteria on the theory of therapy paper and presentation rubrics item 5 or have a clinical focus for internship criterion 4.

**Student Learning Outcome 4.3:** Students will demonstrate an understanding of how to address issues of social justice pedagogically and professionally. Accomplishment of this criterion will be measured through the MFT Portfolio Evaluation Rubric (Appendix R):

Target: 80% of students will meet or exceed criteria on Portfolio Item 2(b) or 3(c).

Data sources for review:
- MFT Portfolio Evaluation Rubric
- Annual MFT student evaluation (includes review of practicum and internship clinical evaluations)
- Final approved plan for internship
- Theory of Therapy Writing and Presentation Evaluation Rubrics
- Unofficial transcripts from the University of Georgia
- Student’s CV
Program Goals and Student Learning Outcomes Matrix

**UGA Mission Statement**
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- a commitment to excellence in a teaching/learning environment dedicated to serving a diverse and well-prepared student body, to promoting high levels of student achievement, and to providing appropriate academic support services;
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- a commitment to excellence in public service, economic development, and technical assistance activities designed to address the strategic needs of the state of Georgia along with a comprehensive offering of continuing education designed to meet the needs of Georgia’s citizens in life-long learning and professional education;
- a wide range of academic and professional programming at the baccalaureate, master’s, and doctoral levels.

**MFT Program Mission Statement**
The mission of the Marriage and Family Therapy (MFT) Program at the University of Georgia is to train scientist-practitioners to become innovative leaders in addressing contemporary challenges in global mental health. Faculty and students will engage in scholarship that advances solutions to complex issues affecting diverse individuals, families and communities using a systemic relational orientation. Scholars will demonstrate excellence in teaching, clinical research and engagement focused on promoting a social justice agenda.

**Program Outcomes**

<table>
<thead>
<tr>
<th>Developing advanced culturally responsive and ethical clinical knowledge and skills in family therapy practice and supervision</th>
<th>Gaining multi-method research skills that focus on individuals, couples, and families</th>
<th>Building foundational pedagogical grounding and effective teaching skills</th>
<th>Becoming engaged in ecologically relevant translational science, prevention, and clinical intervention scholarship focused on social justice</th>
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</thead>
</table>

**Student Learning Outcomes**

<table>
<thead>
<tr>
<th>Student Learning Outcome 1.1: Students will gain advanced, culturally responsive, ethical and relationally oriented clinical practice skills throughout the program and demonstrate clinical competency.</th>
<th>Student Learning Outcome 2.1: Students will be prepared to conduct independent, rigorous ecologically relevant and relationally oriented systemic research with opportunities to address mental health across diverse populations.</th>
<th>Student Learning Outcome 3.1: Students will be prepared to independently teach at the university level to a diverse group of students.</th>
<th>Student Learning Outcome 4.1: Students will demonstrate engagement in systemic clinical research that addresses social change – individual, relational, community – across diverse populations.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Learning Outcome 1.2: Students will demonstrate that they have gained skills as a relational and systemic supervisor in accordance with MFT principles and</td>
<td>Student Learning Outcome 2.2: Students will be prepared to collaborate with peers and supervisors on</td>
<td>Student Learning Outcome 3.2: Students will demonstrate ethical professionalism through their active involvement in professional organizations and be prepared to conduct professional training workshops and</td>
<td>Student Learning Outcome 4.2: Students will demonstrate that they have gained advanced clinical knowledge and practice skills in an area related to the emotional and</td>
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</table>
are prepared to supervise MFTs in training.

Student learning outcome 1.3: Students will demonstrate advanced knowledge of a clinical area and specialty in relationally oriented clinical work.

rigorous relationally oriented clinical research.

Student Learning Outcome 2.3: Students will have demonstrated that they are prepared to conduct ethical research and apply collaboratively or independently for grants.

Student Learning Outcome 2.4: Students will obtain training in multiple research methodologies for application in clinical research with individuals, couples and families.

consultations in community settings.

Student Learning Outcome 4.3: Students will demonstrate an understanding of how to address issues of social justice pedagogically and professionally.

relational health of diverse or marginalized populations.

Faculty Outcomes

1. Be engaged in research relevant to MFT – as evidences by publications, presenting at national/international conferences, and securing external funding

2. Be clinically engaged and licensed as a Marriage and Family Therapist and an AAMFT Clinical Fellow and Approved Supervisor. Faculty must also meet state licensing and credentialing standards appropriate to their supervisory obligations.

3. Demonstrate effective teaching abilities with specific attention to addressing health disparities and promoting social justice;

4. Provide service in the department, university, field, and other interested and diverse communities.

5. Address diversity, equity and inclusion throughout their scholarship

Key: Clinical, teaching/outreach, research, diversity/social justice
Curriculum Requirements

The MFT curriculum is designed to meet COAMFTE Educational Guidelines and our program’s stated learning outcomes. MFT students who are starting the program with a COAMFTE-approved master’s degree and who are looking for a full outline for the curriculum should refer to Appendix P; the table below is included for accreditation purposes. A program requirement checklist (Appendix B) is also provided to students to be used for ongoing self-assessment of progress in the program.

Students coming from COAMFTE-approved programs will have completed the Foundational Curriculum1 and will complete the required courses for the Advanced Curriculum as a part of the program. Students entering the program without a COAMFTE-approved master’s degree will complete additional courses and/or requirements in order to have met the standards for the Foundational Curriculum. The program director will review student transcripts to determine what additional coursework will be required. Students may request that completed master’s level courses serve as a substitution for some Foundational Curriculum requirements. If this is the case, students must submit a Course Substitution Form (Appendix Y) and attach the course syllabi (one each for the course already taken and the course and for the course to be substituted) as well as copies of transcripts that demonstrate the year and semester the student completed the course which they wish to serve as a substitution. The program director will then review these materials and determine which courses may be counted. Clinical experience will not count as a substitution, and no course from the Foundational Curriculum can be waived. Students must complete the Foundational Curriculum prior to completing their comprehensive exams.

Course substitutions for the Advanced Curriculum must be approved by the student’s major professor, Graduate Coordinator and the MFT Program Director (Appendix Y). Department requirements can be found in the HDFS Doctoral Handbook. To waive a course, students must follow the steps outlined in the HDFS Doctoral Handbook.

<table>
<thead>
<tr>
<th>Advanced Curricula Areas</th>
<th>PMFTP Domains</th>
<th>Program Course</th>
</tr>
</thead>
</table>
| ACA 1: Advanced Research | Domain 2: Clinical Assessment and Diagnosis  
Domain 4: Therapeutic Interventions  
Domain 6: Research and Program Evaluation | HDFS 7170: Intro to Statistics  
HDFS 9000: Research Practicum  
HDFS 8810: Qualitative Methods  
HDFS 9010: MFT Internship  
Elective methodology courses (9 credits) |
| ACA 2: Advanced Relational/Systemic Clinical Theory | Domain 2: Clinical Assessment and Diagnosis  
Domain 3: Treatment Planning and Case Management | HDFS 8710: Advanced Human Development Theory  
HDFS 8720: Ecological Perspectives on Individual and Family Diversity  
HDFS 8950: Global Mental Health |

1 Students will receive telehealth training in HDFS 9070: MFT Practicum and HDFS 9080: Supervision in MFT to meet criteria for the FCA 10: Preparation for Teletherapy Practice.
## Major Professor and Advising Committee

### Initial Advisor
Upon admission to the program, all students are placed with a temporary faculty advisor in the HDFS department. Your advisor may or may not be a member of the MFT core faculty. During the first semester only, the HDFS Graduate Coordinator, MFT Program Director or the student’s initial advisor will provide students with the prescribed coursework for the semester. However, per the HDFS Doctoral Program Handbook, students must officially declare their major professor by the end of their first year in residence. **Students must officially declare their advising committee using the Graduate School form** (see the HDFS Doctoral Program Handbook for instructions).

### Choosing a Major Professor and Advisory Committee
Per the HDFS Doctoral Program Handbook, students should have chosen a major professor and declared their advisory committee to the Graduate School by the end of their second semester in residence. You may choose any faculty member from the HDFS Department as your major professor and, in consultation with your major professor, choose your committee. However, students in the MFT Program are required to have at least one MFT graduate faculty (not adjunct faculty) on their committee to serve as the clinical advisor on the committee. Students can have more than one MFT faculty on their committee.
The student’s committee members will be responsible for approving a plan of study, the second-year project, and any other issues related to mentoring and guiding the student toward completion of their degree. However, it is the responsibility of the student’s MFT committee member (or major professor, if they are MFT faculty) to advise students on all clinically-related matters, including but not limited to review of clinical coursework, achieving clinical competence, providing written feedback and mentoring on the theory of therapy paper, and guidance on developing the student’s plan for internship.
Comprehensive Exams

A departmental program requirement, students will complete comprehensive exams prior to beginning their dissertation. The timing, format, and assessment (what constitutes a pass or fail) will be determined by the student’s advisory committee. For more information, see the HDFS Doctoral Handbook.

MFT students may complete theory of therapy requirements prior to or after completing their comprehensive exams. The two milestones are not required to be completed simultaneously and are two separate processes, one specific to the MFT program and the other specific to HDFS department requirements.

If the MFT student has not had experience with external grant writing, it is recommended that MFT committee consider having one question in the student’s comprehensive exam in the format of a NIH grant proposal (or equivalent external grant mechanism) in order to meet requirements for MFT Portfolio Item 1(d).
Portfolio Requirements

All students pursuing a doctoral degree in the UGA human development and family science department are required to complete the portfolio requirements detailed in the HDFS Doctoral Handbook.

Students completing the MFT program will have additional and/or more specific portfolio requirements. Here we list the HDFS doctoral portfolio requirements, with the added requirements for MFT students (identified by an Asterix *). (For further information on portfolio requirements for the doctoral degree, including a sample cover page, sample table of contents, and required documentation refer to the HDFS Doctoral Handbook:

<table>
<thead>
<tr>
<th>Domain 1: Research</th>
<th>Item</th>
<th>Required documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLOs</td>
<td>Item</td>
<td>Required documentation</td>
</tr>
<tr>
<td>2.1</td>
<td>1(a)</td>
<td>One first-authored article in a peer-reviewed journal.</td>
</tr>
<tr>
<td>3.2</td>
<td>1(b)</td>
<td>Four presentations at meetings of national/international academic/professional organizations, you must be single author or first author for at least two. If, because of your field, it is not possible to make the required number of national/international presentations, two state or regional presentations (e.g. Quint State) can be substituted for one of the national/international presentations.</td>
</tr>
<tr>
<td>4.1</td>
<td>1(c)</td>
<td>*MFT students will have authorship on at least one paper or conference presentation that demonstrates sophistication in addressing clinical social justice issues.</td>
</tr>
<tr>
<td>2.3</td>
<td>*1(d)</td>
<td>*MFT students will have had experience with grant writing. Students can apply for an actual external grant either independently or collaboratively OR have written a hypothetical proposal that follows the format for an NIH grant proposal (or equivalent external grant mechanism).</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Domain 2: Teaching/Outreach</th>
<th>Item</th>
<th>Required documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLOs</td>
<td>Item</td>
<td>Required documentation</td>
</tr>
<tr>
<td>3.1</td>
<td>2(a)</td>
<td>“Professional level performance in teaching, outreach, or teaching/outreach. Document one of the following (all requirements related to these options must be met</td>
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</table>
while in residence as a doctoral student in the department:

a. Co-teach a course in the department [MFTs see 2(b)].

b. Primary responsibility for a programmatic series of six to ten (6-10) presentations for local service agency. The scope, content, and number of presentations in the series must be approved in advance by the advisory committee.

c. On-going (at least 40 contact hours) clinical/work/outreach in an institutional setting (e.g., hospital, school, service agency, etc.) with a specialized population.

d. Significant involvement in research evaluation for a specific program, including creation of an evaluation report.

e. Production of a significant document for outreach purposes or an outreach publication.”

f. *(MFT Students) Completion of at least 2 semesters of the applied supervision of supervision (HDFS 9085) that includes co-teaching the weekly practicum for the MSW ASPIRE interns.

1) Append course syllabus;
2) Student evaluations (numerical) and all written comments;
3) Supervision of supervision evaluation.

**2(b) **If applicable, MFT students with teaching responsibilities will include readings and lectures that address social justice issues and family health with diverse populations.

<table>
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<tr>
<th>Domain 3: Leadership &amp; Service</th>
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<tbody>
<tr>
<td><strong>SLOs</strong></td>
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<td>3.2</td>
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</table>

*MFT students must maintain a membership of AAMFT from the beginning of their first year in residence. Students may opt to also maintain memberships with other organizations in addition to AAMFT, but memberships with other organizations cannot replace their AAMFT membership. |

Proof of AAMFT membership
| 3(b) | Participation in leadership and/or professional activities: At least two of the following are required (other activities may be included if approved by the student’s advisory committee):  
   a. Reviewing proposals for presentations at a conference or publications in a journal.  
   b. Service on departmental, university, outreach, or professional organization committees.  
   c. Membership on professional or service organization boards.  
   d. Volunteer work at state, multistate, national or international conferences.  
   e. Election to office in a state, multistate, national, or international organization.  
   f. Appointment or election for committee involvement in state, multistate, national, or international organizations.  
   g. Moderation of a session at a state, multistate, national, or international meeting.  
   h. Significant involvement in the Graduate Student Organization.  
   Appointment or election to serve as a Graduate Student representative in programmatic planning. | See HDFS Doctoral Handbook |
|---|---|---|
| *3(c) | Participation in professional organizations that demonstrates a commitment to and understanding of social justice and diverse across professional domains. Examples include:  
   - Participation in or organizing a social justice-focused special interest group within a professional, departmental, or university organization (e.g., AAMFT Queer and Trans Advocacy Network)  
   - Participation in organizing a social justice-themed conference or other professional event (e.g., Athens Social Justice Symposium)  
   - Participation in a professional or academic-focused program or course with a social justice focus (e.g., Academics for Black Survival and Wellness) | Student CV |

| **Domain 4: Clinical** |  |
|---|---|---|
| SLOs | Item | Required documentation |
| 1.1 | *4(a) | *Students will show that they have demonstrated clinical competence depending on the path to clinical competency that the student has chosen (in collaboration with their major professor or MFT committee member and MFT program director approval):
   a. If the student has chosen path A or path B, which includes collecting 1000 clinical contact hours, the student will demonstrate that they are prepared to pursue LMFT licensure in Georgia, or another state. | Copy of the student’s license or documentation of the state’s licensing requirements; copy of approved Time2Track hours logs |
   b. If the student has chosen path B or C, which includes collecting 600 clinical contact hours and submission of a first-authored paper on a relational, clinical issue, students will demonstrate that they have completed their clinical contact hours, and that their clinical paper was accepted for publication. | Copy of approved Time2Track hours logs; proof of paper submission from the journal for their clinical paper. |
| 1.3 | *4(b) | *Students will demonstrate that they have completed their theory of therapy paper and presented their theory of therapy at an MFT program meeting. | Copy of the completed theory of therapy written rubric |

* MFT-specific additional portfolio requirement
Clinical Experience Requirements

Liability Insurance
All students seeing clients must maintain up-to-date liability insurance and provide proof of insurance to the Director of the ASPIRE Clinic. It is expected that students seeing clients will follow the AAMFT Code of Ethics (see Appendix K) and State of Georgia laws related to the practice of marriage and family therapy. Any concerns of either a legal or ethical nature must be reported to a clinical supervisor immediately.

Verification of Hours Obtained Prior to UGA
Within the first semester in residence all currently unlicensed students must submit verification of previously earned client-contact hours that will count towards the 500 client contact hours (up to 250 individual) students may apply towards the program’s 1000-hour (or alternative clinical competency) requirement for graduation. Generally, this information is obtained from the program director or clinical director of your previous institution. Students will submit the form in Appendix L and attach verification of client-contact hours from your previous institution on official letterhead in hard copy or PDF. Students must submit one copy of verified hours to the UGA MFT program director & one copy to The ASPIRE Clinic director.

Students who do not hold an LAMFT designation may only count hours from COAMFTE accredited programs. Those students holding an LAMFT designation may also count client-contact hours supervised by an AAMFT approved supervisor. No more than 500 client-contact hours may be applied towards the 1000-hour requirement. If you currently hold an LAMFT or LMFT designation submit your credentials to the MFT program director and the ASPIRE Clinic director.

Practicum
Doctoral students with a master’s degree from a COAMFTE accredited program will have the opportunity to start their clinical work a few weeks into their first semester. Students from a non-accredited master’s degree will start seeing clients at the discretion of their supervisor. Students in Practicum are required to sign up for 3 credit hours of HDFS 9070 each semester they are seeing clients. Typically, two sections of Practicum (HDFS 9070) are offered every semester and students will receive an email informing them of which section they are to enroll in.

Students will have both individual supervision and group practicum when seeing clients; however, individual supervisors can make changes as they deem necessary. These practica will meet weekly to do live observations, video observations or consultation of cases. All students will be required to complete a minimum of 1 year (2 semesters and 1 summer) and up to 2 years (4 semesters and 2 summers) of clinical practicum, depending on their clinical competence and accumulated hours. All students will be required to complete a minimum of 200 client contact hours in the ASPIRE clinic, and students without a master’s in MFT must acquire at least 100
relational hours (there is no required relational/individual ratio for students with a COAMFTE MFT background).

**Telehealth Training**

ASPIRE complies with state regulations on telehealth practice. **Students engaging in teletherapy practice at the ASPIRE Clinic must adhere to all teletherapy-related clinic guidelines and policies.** Follow the link for the [ASPIRE Clinic Manual](#). Sections specific to teletherapy protocols are 8.1.7.3. *Assessing Suicidality/Homicidality Risk with New Teletherapy Clients* and 8.5.4. *Conducting Teletherapy Sessions*. However, important information regarding teletherapy protocols and state and federal ethical standards are discussed throughout. **Students should also follow the links provided within the ASPIRE Clinic Manual to gain additional important information regarding teletherapy.**

Faculty leading practica will also systematically incorporate various advanced clinical topics including instruction on conducting telehealth sessions, into the structure of weekly supervision. All students are required to complete CEUs from APA or AAMFT on topics specific to providing telehealth services and provide copies of their certifications to the program director per state requirements. Students who do not have the opportunity to engage in teletherapy at the ASPIRE Clinic or in their clinic internship are still required to complete an external telehealth training and provide certifications to the program director.

Finally, each semester students will complete the clinical self-evaluation, which includes questions assessing telehealth competency and satisfaction with ASPIRE’s teletherapy technology (Appendices Ga & Gb).

**Requirements for Practicum**

Students enrolled in Practicum will need to meet the following requirements:

1. Present a live case in Practicum at least twice over the course of each semester. They will be expected to do so according to the schedule set out by their Practicum supervisor at the beginning of each semester, as detailed in the course syllabus.
2. Adhere to the ASPIRE Clinic’s policies and procedures (refer to the ASPIRE Clinic Manual for details). Students must submit documentation of their caseload and contact hours through using the Time2Track software (for an example of the types of questions that are asked using Time2Track, see Appendix M; please reference the ASPIRE Clinic manual for up-to-date information on accessing and using Time2Track). **Students must adhere to ASPIRE Clinic policies for completing their hours records, including but not limited to adhering to the stated deadlines for submitting hours records.** It is advised that students keep their own records of their clinical contact hours as some states may allow hours from graduate school to be used toward licensure. It is also advised that students keep personal records of their time spent in other clinical activity (paperwork, phone calls, clinic meetings, etc.) which may count for licensure requirements in some states (for
more information on state licensure requirements see the document MFT Licensure Requirements by State).

3. The Client Satisfaction Survey (available in English & Spanish; Appendix S) will be circulated to ASPIRE Clinic clients (on the 3rd, 10th (and every 10th), and final sessions.

4. Complete any required readings or assignments. Practicum will also have a clinical content component, wherein supervisors will teach on clinical content for a portion of the 3-hour Practicum class. Students will therefore also be expected to complete any required readings or assignments as outlined in the syllabus at the beginning of each semester.

5. Maintain a full case load (as defined in the ASPIRE Clinic Manual). The number of cases will be determined by the needs of the clinic and in discussion with the student and clinical faculty. It is most often expected that students maintain a caseload of 6-10 active clients, and average 4-7 hours of direct client contact/week.

6. Updated maintenance of case management – includes being current with TheraNest documentation.

Failure to complete any of these requirements will affect your practicum grade and your standing in the program.

While the ASPIRE Clinic manual does have policies on crisis situations, in general, if the student has a situation that involves an ethical or legal concern, the student should first contact their supervisor and the ASPIRE Clinic Director via phone or text. If the supervisor cannot be reached, also contact another MFT faculty.

Practicum Evaluations
Each semester of practicum, students and practicum supervisors will complete Clinical Evaluation forms (Appendices Ga & Gb), specifically addressing what they observed of the student’s clinical skills. Students will also complete an anonymous online evaluation of their supervisor (Appendix H), which will be reviewed by the supervisor at the end of the semester, after student evaluations have been completed and grades have been submitted.

The ASPIRE Clinic director will also complete the semesterly clinical performance evaluation form (Appendix Gc). This evaluation has weight in the annual evaluation process (please see the ASPIRE Clinic Manual for more information regarding this form and the evaluation process).

Exiting Practicum
Following the completion of 200 hours and 1 year of practicum, eligible students may request permission to exit practicum and propose internship activities. In order to exit practicum, students must request permission of the MFT faculty one semester prior to that in which the student anticipates completing their 200 client contact hours at ASPIRE (e.g., in the Spring semester, the student will request permission to exit Practicum at the end of the Summer semester). (NOTE: MFT faculty do not meet in the Summer semester. Therefore, if you plan to exit Practicum in the Fall semester, you must submit your request to exit in the Spring semester.)
To obtain permission to exit the clinic, a student must submit the Completion and Request to Exit Practicum Form (Appendix X) to the program director and indicate support of their major professor or their MFT committee member. Students must also complete the Clinical Transition Form (see ASPIRE Clinic Manual) and turn this in to the ASPIRE Clinic Coordinator approximately 1 month prior to your exit, outlining your plan for closing or transferring cases. The program director will then present the student’s request at the next faculty meeting for their approval. The student will receive written notification of the faculty’s decision from the program director. Students will then work with their major professor or the MFT faculty member on their committee to draw up an internship proposal to be presented to faculty for their approval. Students must also work with the Clinic Coordinator and carefully review the ASPIRE Clinic Manual for policies regarding transitioning out of the ASPIRE Clinic. **Students are to remain clinically active throughout the program, which may include maintaining a client caseload in either Practicum or Internship, supervising other clinicians, or other faculty-approved means. Therefore, students must obtain faculty permission to exit Practicum, an approved plan for meeting continuous clinical engagement, or an approved internship plan prior to exiting Practicum.**

**Supervision**

Students are required to accumulate at least 200 hours of supervision, of which 100 must be individual supervision. Individual supervision is defined as either one or two supervisees with a supervisor. Group supervision cannot exceed six supervisees. A supervisee behind the mirror with the supervisor (and one therapist doing therapy) can receive individual supervised contact hours for this time. A maximum of 100 supervised hours of live observation or video supervision (alternative hours) can count toward clinical competency requirements (1000 or 600 client contact hours, depending on your chosen path and MFT faculty approval), from either your master’s MFT program or from UGA or both. **Note that in May 2020, MFT faculty voted to approve up to 200 alternative hours due the COVID-19 pandemic. This variation to the policy is only in effect for students affected during the pandemic period (see “Amendment to clinical hours requirement during COVID-19” for more details. Amendment is no longer in effect after December 2021).**

Throughout practicum, each student must maintain a minimum ratio of 5:1 of client contact with supervision. Both individual and group supervision with clinical MFT faculty counts for these hours. As noted above, supervised hours accrued prior to starting the program may be included in this total. Supervision is not considered psychotherapy. Supervision is a process of mentoring and training to assist a student’s clinical development. If the supervisor believes that a student could benefit from seeking therapy, suggested referrals will be confidentially shared with that student. If the faculty believes that it is important to share this with the clinical faculty, this will be told to the student.

Students are expected to thoroughly and regularly review the ASPIRE Clinic manual and any notification of policy changes (link to the ASPIRE Clinic Manual is provided on page 5). Doing so is a requirement of Practicum. There will be a mandatory ASPIRE clinic policy training meeting.
every fall semester for first-year students, which may be held during practicum. At this meeting clinic policies and procedures will be explained and reviewed.

Demonstrating Clinical Competence
All students are required to demonstrate clinical competency in order to meet criteria for MFT Portfolio Item 4(a). This is not measured exclusively by the number of hours a student has gained, although clinical contact hours are a component. As noted above, all students will be required to complete a minimum of 200 client contact hours in the ASPIRE clinic. In addition to completing these 200 hours, students will need to choose a path to demonstrating clinical competence.

There are three paths to demonstrating clinical competence available for MFT students (see table below). These correspond to the level of clinical experience the student has accumulated prior to entry into the program and/or their specific clinical goals. Students will meet with their major professor or the MFT clinical advisor on their committee as well as the MFT Program Director after they receive approval to exit practicum to determine which path they are pursuing.

Path A
Students who enter the program fully licensed OR obtain full licensure prior to the exit from practicum are required to complete 200 client contact hours in the ASPIRE clinic and a minimum of one year of practicum (2 semesters and 1 summer). Upon obtaining approval to exit practicum, these students are required to accumulate a total of 9 months (non-contiguous) internship activities. Internship activities are not required to focus on clinical work but should have clinical implications (e.g., community outreach about clinical topics, work on clinical research projects, and grant writing).

Path B
Students who enter the program following the completion of either an COAMFTE accredited master’s program or a non-accredited MFT master’s program that provides students with AAMFT approved supervision, may demonstrate clinical competence in one of the two following ways:

1. Students will accumulate a total of 1000 client contact hours prior to graduation with the ability to transfer up to 500 client contact hours from master’s training (max 250 individual client contact hours) that have been supervised by an AAMFT approved supervisor. These students are required to complete a minimum of 200 client contact hours in the ASPIRE clinic and a minimum of one year of practicum (2 semesters and 1 summer). Students coming to UGA without a COAMFTE-accredited master’s degree must acquire at least 100 relational client contact hours towards their 200 hours at ASPIRE. Upon obtaining approval to exit practicum, these students are required to accumulate a total of 9 months (non-contiguous) internship activities. These students are generally required to prioritize internship activities that facilitate the completion of the required 1000 clinical contact hours for graduation.

2. Students will accumulate a total of 600 client contact hours and MFT faculty approval to “end” collecting contact hours, with the ability to transfer up to 250 client contact hours from their master’s training. These students are required to complete a minimum of 200 client contact hours in the ASPIRE clinic and a minimum of one year of practicum
semesters and 1 summer). Students coming to UGA without a COAMFTE-accredited master’s degree must acquire at least 100 relational client contact hours towards their 200 hours at ASPIRE. Upon obtaining approval to exit practicum, these students are required to accumulate a total of 9 months (non-contiguous) internship activities. These students are generally required to prioritize internship activities that facilitate the completion of the required 600 clinical contact hours for graduation.

3. In addition, students who select this path will be required to have a first author relational/systemic clinical paper submitted for publication prior to portfolio sign-off. Requirements for the clinical paper include the following: the clinical paper must be approved in writing by at least two MFT faculty members; the paper and evidence of the faculty members’ approval must then be sent to the Program director, who will give the final approval, and update the student’s file; the clinical paper must be submitted to a journal with a focus on clinical work (for example, Journal of Marital and Family Therapy, Journal of Feminist Family Therapy, Contemporary Family Therapy); and the student must be first author on the paper. The student’s faculty mentor or advisor on the paper may be added as co-author if they have met APA guidelines for authorship.

Note: students who complete the 600 client contact hours for path C and clinical paper will meet graduation requirements but will not meet the clinical hour requirements for state licensure.

Path C
Students who enter the program following the completion of a non-accredited MFT master’s program that does not provide students with AAMFT approved supervision, or a master’s in a closely related field (e.g., clinical psychology, counseling, educational psychology, social work) are required to accumulate a total of 600 client contact hours prior to graduation and MFT faculty approval to “end” collecting contact hours, with the ability to petition the program director for approval to transfer up to 250 client contact hours from their master’s training. These students are required to complete a minimum of 200 client contact hours in the ASPIRE clinic and a minimum of one year of practicum (2 semesters and 1 summer). Upon obtaining approval to exit practicum, these students are required to accumulate a total of 9 months (non-contiguous) of internship activities. These students are generally required to prioritize internship activities that facilitate the completion of the required 600 clinical contact hours for graduation.

1. In addition, students who select this path will be required to have a first author relational/systemic clinical paper submitted for publication prior to portfolio sign-off. Requirements for the clinical paper include the following: the clinical paper must be approved in writing by at least two MFT faculty members; the paper and evidence of the faculty members’ approval must then be sent to the Program director, who will give the final approval, and update the student’s file; the clinical paper must be submitted to a journal with a focus on clinical work (for example, Journal of Marital and Family Therapy, Journal of Feminist Family Therapy, Contemporary Family Therapy); and the student must be first author on the paper. The student’s faculty mentor or advisor on the paper may be added as co-author if they have met APA guidelines for authorship.

Note: students who complete the 600 client contact hours for path C and clinical paper
will meet graduation requirements but will not meet the clinical hour requirements for state licensure.

Paths to Demonstrating Clinical Competency

<table>
<thead>
<tr>
<th>Student background upon entering the program</th>
<th>Path A</th>
<th>Path B</th>
<th>Path C</th>
</tr>
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<tbody>
<tr>
<td>Fully licensed (LMFT) upon program entry OR at practicum exit</td>
<td>200 client contact hours (100 relational hours for students without a COAMFTE masters) required in ASPIRE. Minimum of 1-year of practicum.</td>
<td>1000 client contact hours to graduate. Transfer up to 500 (up to 250 individual) hours supervised by AAMFT approved supervisor.</td>
<td>600 client contact hours to graduate. Students may petition to transfer up to 250 hours.</td>
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<tr>
<td>COAMFTE accredited MFT masters</td>
<td>200 client contact hours (100 relational hours for students without a COAMFTE masters) required in ASPIRE, minimum 1-year practicum</td>
<td></td>
<td>200 client contact hours (100 relational hours for students without a COAMFTE masters) required in ASPIRE, minimum 1-year practicum</td>
</tr>
<tr>
<td>Non-accredited MFT masters with AAMFT approved sup.</td>
<td></td>
<td></td>
<td>First-author relational/systemic clinical paper submitted for publication.</td>
</tr>
<tr>
<td>Clinical masters in related field (psych, counseling, etc.) or non-accredited MFT w/o AAMFT approved sup.</td>
<td></td>
<td></td>
<td>Complete an accumulated total of 9 months of Internship activities. Completion of clinical hours prioritized.</td>
</tr>
</tbody>
</table>

**Clinical activities required prior to exiting practicum & proposing internship activities**

| Internship requirements | Complete a total of 9 months of contiguous or non-contiguous Internship activities. No clinical component required | Complete an accumulated total of 9 months of Internship activities. Completion of clinical hours prioritized. | Complete an accumulated total of 9 months of Internship activities. Completion of clinical hours prioritized. |
Applying Hours Towards Licensure
Students will be provided with information about licensure in the state of Georgia (Appendix E). Each year attempts will be made to have an LMFT member of the Georgia Composite Board give a presentation and answer students’ questions about the licensing process in Georgia. Additionally, a program faculty member, Dr. Jennifer Gonyea, LMFT, is a past president of the Georgia Association of Marriage and Family Therapy and is steeped in knowledge about the licensing process in Georgia.

Alternative hours accrued during the COVID-19 period will likely not count towards state licensure.

Portability of Degree
MFT licensure is regulated at a state level, and reciprocity exists only between some states. Upon accepting a place in the program, students will be required to sign the Portability of Degree Acknowledgment Form (Appendix F) indicating they understand the limitations of the portability of their degree. Students will be provided with some information about licensing requirements in each state in the US (see the document MFT Licensure Requirements by State: note that this document is not maintained regularly and students are responsible for researching the most up to date information about associate or full licensure in the state in which they plan to become licensed). With this information, they will be able to make an informed decision about whether the program at UGA meets the requirements of the state wherein they are planning to pursue licensure. Students planning to pursue licensure outside of the US are responsible for seeking out the licensing requirements in that country.

Clinical Supervisor Equivalency Requirements
The Program Director may designate a person who is not an AAMFT Approved Supervisor as equivalent to the status for purposes of supervision if the person is an AAMFT Supervisor Candidate or if:

1. the student provides documents that the equivalent supervisor has demonstrated training, education and experience in marriage and family therapy. This may be demonstrated by state MFT credential, AAMFT clinical membership or other documentation of training, education and experience in individual, couple and family therapy, and
2. the student provides documentation of supervisor’s demonstrated training, education and experience in individual, couple, and family therapy supervision. This may be demonstrated by state credentials to provide MFT supervision, completing coursework or continuing education in MFT supervision, significant MFT supervised supervision experience, or more than 10 years’ experience supervising MFT students. Equivalence criteria must include training in MFT supervision.
Supervision Training
Supervision training is divided into two portions: a didactic portion (HDFS 9080) and a supervision of supervision portion (HDFS 9085; previously HDFS 9010). MFT Students are only required to complete the didactic portion (HDFS 9080), which will be offered every other Fall semester, and can elect to complete the practical portion (HDFS 9085). Students need faculty permission to enroll in the supervision of supervision portion (HDFS 9085). Students are also not required to enroll in supervision of supervision (HDFS 9085) in the same academic year as the supervision course (HDFS 9080). However, students must have completed the supervision course (HDFS 9080) prior to enrolling in supervision of supervision (HDFS 9085).

Requirements for the Supervision Course (HDFS 9080 and HDFS 9085)
Prior to enrolling in HDFS 9080, students must have:
1. MFT faculty approval;
2. Completed a majority of their clinical coursework;
3. Completed a minimum of 200 clinical hours supervised by an AAMFT Approved Supervisor or the equivalent;
4. Been enrolled in doctoral program for at least 18 months;

Students Pursuing AAMFT Approved Supervisor Status
It is highly recommended that students interested in pursuing AAMFT Approved Supervisor Status also complete the practical supervision of supervision portion (HDFS 9085). However, it is the student’s responsibility to know AAMFT Approved Supervisor requirements and register with the supervision of supervision portion (HDFS 9085) accordingly in order to conform with AAMFT’s requirements. Supervision of supervision (HDFS 9085) will be offered depending on student need, the number of supervisees available, and availability of faculty to provide a minimum of 18 hours of supervision.
The AAMFT requirements for approved supervisor status are available at: https://www.aamft.org/documents/Supervision/2020_AS_Documents/ASHandbook02-2020edits.pdf
Theory of Therapy Papers and Final Presentation

All MFT students are required to submit one initial theory of therapy paper and one final clinical theory of therapy paper, as well as give one final theory of therapy presentation.

Schedule for Theory of Therapy Papers & Presentation

All students will submit a first theory of therapy paper during the first week of the first spring semester in residence. The goal of this paper is for the student to articulate their baseline understanding of relational/systemic clinical theory.

Students will then advance their theory of therapy paper every semester, submitting them to their Practicum supervisors at the end of each semester. Supervisors will provide guidance and feedback as students develop their papers into their final draft.

The final theory of therapy paper will be submitted during the first week of the Fall semester of the third year in residence. Students will also have to meet the following requirements: they will have completed at least 200 hours in the ASPIRE clinic; they will have completed at least 300 total client contact hours (divided between individual and relational contact hours); permission of the student’s MFT committee member, and the program director. The final theory of therapy paper should reflect growth from the initial draft turned in during the first year but does not determine when the student exits Practicum.

Additionally, after the student’s theory of therapy has been passed by the MFT faculty, the student will deliver a clinical presentation during an MFT program meeting in the Fall or Spring semester. The purpose of the clinical presentation is for the student to demonstrate knowledge and competency in a setting similar to a job interview.

Criteria

The theory of therapy paper should describe the student’s assumptions about change, as well as their philosophical, epistemological, and theoretical orientations for conducting therapy. It should be grounded in MFT literature, and demonstrate an integration of theory, practice and research. Your paper must be scholarly and well cited. The first theory of therapy paper is used to establish a baseline of student clinical practice and is not evaluated beyond that purpose.

Theory of therapy papers (see Appendix I for the rubric) are to be written in APA format (25 pages plus references).

The following are suggested sections and guiding questions for the theory of therapy paper (see Appendix I for rubric):

Paradigm – Epistemology, Ontology, Axiology (self of therapist)
- How do you see the world?
- What are your personal values/beliefs/assumptions about therapy
- According to your theory – how do problems develop?

Diversity and Inclusion/Social Justice
- How does diversity (gender, race, ethnicity, social class, sexual orientation, age, religion) inform your theory of therapy? Discuss the universality (applicability) of your theory.

Theoretical Framework/s – conceptualization, integration, research
- What is the role of the therapist (self of the therapist)?
• What are the change strategies – identifying stages in change process?
• What are the goals of therapy?
• How do you conceptualize family health? What state do you hope a family is in when your work with them is complete?
• How do you adapt your approach to different presenting problems?

Research
• How does research inform your practice and vice-versa?
• What are your continued areas of growth with regard to your theory?

Systems level – Individual, couple, family, other subsystems
• How is your theory informed by the systems paradigm and what is the basis for your preference of a relational (as opposed to an individual, intrapsychic, or other) orientation?
• When would you work with different family constellations (individual, couple, family, and other subsystems)?

Application - assessment, diagnosis, clinical progression and treatment outcomes clinical examples
• What are the critical elements of your model – specifically – what makes your model work?
• Describe several techniques used throughout therapy and the intended treatment outcomes.
• How do you assess clinical progress and treatment outcomes?

Ethics
• What are ethical considerations you incorporate in your model?
• What are the contraindications (when not to use the model and what are the alternatives)?

Review and Feedback Process
Students will receive feedback on their paper from all active MFT core faculty within 4 weeks of submission. After 4 weeks, the MFT faculty will vote on whether the student passes or has ongoing revisions. For final papers, faculty will vote on whether the student will conduct their clinical presentation in the Fall or Spring semester. Students will meet with their MFT committee member and/or the program director to discuss their feedback. If the student has ongoing revisions, they will have 4 weeks to resubmit their paper for each round of revisions. A pass on the written paper is defined as receiving “meets expectations” or above on at least 13 items on the rubric (Appendix I) by all MFT faculty members.
Clinical Presentations
The oral presentation will follow the format used by many universities when hiring a new faculty member. The presentation will be scheduled for **30 minutes, with an additional 30 minutes for questions and discussion (total 60 minutes)**. Students must include each of the components described in the rubric (Appendix J), and include a case summary with edited video excerpts of one or more cases. They must make connections of the case to the theory of therapy and positioning themselves and their work within a cultural framework, demonstrating cultural responsiveness. Finally, describe the clinical outcome of the therapy. Additionally, students must state where they are planning to pursue licensure after graduation, and how their clinical experience meets the licensing requirements of that state. If undecided, students should state that they do not know where they are planning to pursue licensure and explain how their clinical experience meets the requirements for licensure in Georgia. Please refer to Appendix J for complete evaluation rubric.

Finally, students must describe their plan to seek licensure in the state that you plan to be clinically active, if appropriate, and demonstrate that they understand that the hours they have accumulated as a part of their degree may not necessarily be acceptable in every state.

A **pass** on the oral presentation is defined as receiving “meets expectations” or above on at least 13 items on the rubric (Appendix J) by all MFT faculty members.
Internship Requirements

Students are required to complete a clinical and/or research internship. Internships will be at least 9 months cumulatively, but activities do not need to be contiguous. Upon approval of the student’s proposed internship plan (Appendix V), internship activities may be integrated over the course of the doctoral program. The proportion of clinical activities to research activities will depend on:

1. The path for demonstrating clinical competence that was chosen in collaboration with the student’s MFT advisor or committee member/s;
2. The number of client contact hours the student has yet to complete.
3. MFT faculty approval. All students must prepare an internship proposal to be reviewed by the entire MFT faculty for approval. The proposal is to be prepared by the student in collaboration with their major professor and/or MFT committee member, and the program director.

The student’s internship plan may include:

1. If the student has not yet completed all of their 1000 or 600 client contact hours (depending on their chosen path and MFT faculty approval), the student should prioritize an internship plan that will allow them to finish accumulating their clinical hours;
2. Opportunities to participate in grant applications through either applying collaboratively or independently;
3. Advanced training in either relationally oriented clinical research AND/OR advanced training in a specific clinical practice;
4. At least part of the internship should include a) a social-justice focus, b) work in an underserved setting OR c) work with marginalized or diverse populations either in terms of clinical work or clinical research.

The student’s proposed internship plan (Appendix V) must include a breakdown of all proposed internship activities including:

- The competency and program goal associated with the internship activity (i.e., clinical, research, teaching, social justice);
- A description of the proposed activity;
- The semester(s) during which the student plans to complete the activity;
- The estimated number of clock hours the student intends to spend on each activity;
- The corresponding number of credit hours. Per the UGA bulletin “students are expected to complete a minimum of 40 total clock hours per 1 credit hour for which they are registered.”2 Students will register for the corresponding number of internship credits each semester they are involved in internship activities.

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• The identified supervisor or mentor who has agreed to direct the student’s work in that activity. If the proposed internship is to include client contact, the student must have a plan for clinical supervision, which is to be outlined in their final approved plan. The student can receive supervision from outside supervisors (i.e., those associated with the internship site), but they must be AAMFT Approved Supervisors or the equivalent, be clearly senior in experience to the intern, and be available to the intern for at least one hour of supervision per week and meet 5:1 therapy to supervision ratio.

When the student’s internship proposal is presented at the faculty meeting, faculty will have the opportunity to provide feedback and to propose changes to the student’s plan for internship. Students will then have the opportunity to incorporate changes and resubmit their proposal for faculty approval if necessary.

If the internship includes clinical client contact, the student must meet additional requirements:
• Interns must maintain liability insurance and provide documentation to Program Director.
• All clinical internships with a specific agency setting (including ASPIRE) should work with the MFT Program Director to draw up a memorandum of understanding (MOU).

Internship Evaluation
The final, approved internship plan (signed Appendix V) will be considered the student’s contract with faculty, dictating that if the student satisfactorily completes the components described in the final plan, their efforts will count towards degree requirements.

During the internship, students must also complete additional evaluations. At the end of each semester during which the student is enrolled in internship credits, the student will complete the Internship Report Form (Appendix W) and submit it for faculty review. Supervisors of students at a clinical internship at an external site will also complete the Internship Evaluation Form (Appendix L) to evaluate the student’s clinical skills according to MFT competencies.

Additionally, each semester that the student is engaged in clinical internship work, they and their supervisor must complete the Clinical Evaluation Forms (Appendices Ga & Gb). The student must also complete the Clinical Supervisor Evaluation Form (Appendix H).
Dissertation

As required by MFT Educational Guidelines the dissertation topic must be in the field of marriage and family therapy or closely related field (e.g. family studies, family science, human development, Human Development and Family Science, gerontology) and include a comprehensive discussion of implications for the field of marriage and family therapy. It is recommended that, if the MFT student has not already met criteria for the MFT Portfolio Item 1(d), students write their dissertation prospectus in the format of a NIH grant proposal (or equivalent external grant mechanism).

Annual MFT Student Evaluations

At the end of each academic year, the MFT Faculty will meet to discuss each student’s progress and complete each student’s Annual MFT Student Evaluation (Appendix O). Students will be evaluated on meeting program and faculty expectations according to the MFT program’s educational outcomes and the AAMFT Core Competencies. This will be decided based on: MFT semester self-report (provided to students via Qualtrics at the end of the Spring semester; Appendix A); overall interactions with ASPIRE Clinic Director, MFT faculty over the academic year; and Clinical Evaluations (Appendices Ga, Gb, and Gc). At times, faculty may ask other relevant people who may have been involved with supervising the student to join the meeting. The purpose of the evaluation is to assess each student’s clinical strengths, professional development as a marriage and family therapist, and areas of development. Students will be provided written feedback from the Program Director on behalf of the faculty about their progress in the program (Appendix O).

Students in the HDFS Department and MFT Program are evaluated on a continual basis. This includes within courses, in MFT faculty meetings, and in Departmental Faculty meetings. In the Spring semester, the graduate faculty of the HDFS department will meet to discuss progress of all students. Additionally, students on assistantship will be evaluated each semester, and will receive a letter from the assistantship advisor summarizing their review. If concerns are raised, these are noted, and a remediation plan will be presented to the student and their major professor.

MFT Program Climate

We strive to make the MFT program a professional, inclusive and affirming learning environment for all. We regularly assess for “overall atmosphere within the program (including classroom, supervision, research, and other relevant settings) that is sensitive to the needs of diverse, marginalized, and or underserved communities and promotes an open, safe, and respectful exchange of a diversity of views and opinions” (COAMFT standards). We hold the same expectations for faculty members and students alike: to treat each other with respect and to recognize and value the experience of all individuals. In order to create such an environment and
foster such relationships and expectations, we have the following formalized processes for assessing climate:

- The MFT program, including faculty and students will have monthly meetings between August and May (see Appendix C). A departmental staff person will serve as note taker. **All students are required to attend all MFT program meetings (exceptions may be made if student is in good standing and out of state on internship).**
- Once every Spring semester, students will have the opportunity to be selected by the MFT faculty as student-faculty liaison. The MFT faculty will select the student-faculty liaison in their Spring semester faculty retreat.
- Once every Fall and Spring semester, the MFT program student-faculty liaison will meet alone with all students in the MFT program to assess program climate. A formal MFT student climate survey (Appendix Zb) will be used at Spring meeting and the liaison will prepare an anonymous report to be shared with faculty and students. This report will also be shared with the Graduate Coordinator and Department Head. Finally, the MFT faculty will discuss and present their planned action steps at the next most reasonable MFT program meeting.
- Students may at any time discuss any program-related climate issue with the student-faculty liaison, who may anonymously discuss the issue with the Program Director.
- Additionally, students are encouraged to discuss any program-related climate issue with the Program Director if they feel comfortable.
- A representative from the UGA Equal Opportunity Office will give a brief presentation to the entire MFT program every other year, as well as to students enrolled in HDFS 9080 as a part of supervision training.
- Additional presentations are be given by other resources (such as the UGA LGBT Resource Center) on occasion in order to provide specified, updated information on certain topics.
- Students will also be asked to complete the Student Support Services Survey (Appendix T) annually at the end of the Spring semester.

**Diversity**

Part of maintaining a professional, inclusive and affirming learning environment involves promoting diversity and protecting individuals (students, faculty and staff) from diverse, marginalized and/or underserved communities. The MFT program embraces COAMFTE’s definition of such communities as “groups from non-majority populations currently discriminated against and underrepresented due to their race, age, gender, ethnicity, sexual orientation, gender identity, socioeconomic status, disability, health status, religious and spiritual practices, nation of origin or other social categories, immigration status, and/or language” (COAMFTE Accreditation Standards pp. 44-45).

The MFT Program prohibits discrimination, harassment and victimization on the basis of race, age, gender, ethnicity, sexual orientation, relationship status, gender identity, socioeconomic status, disability, health status, religion and spiritual beliefs and/or affiliation, and/or national
origin in all aspects of program functioning. If any individual believes they have experienced discrimination, harassment or victimization on the basis of the above characteristics, they should follow the guidelines described in the Grievance Policy section.

In addition, we use the following guidelines as a means of maintaining and promoting diversity within the program:

1. Regular assessment of the composition of the faculty, supervisors, student body, and clinical populations with respect to the goals outlined in the program diversity statement.
2. Recruitment practices oriented towards diversity goals:
   a. Intentional recruitment of students of marginalized identities;
   b. Calculate and retain contextual/demographic data on applicants, accepted students, and enrolled students;
   c. Inquire about potential student’s understanding, appreciation, and comfort with diverse individuals, couples & families in potential clinical settings;
   d. We strive to network with diverse faculty and potential students at national conferences.
3. Students are made aware of scholarship and research opportunities aimed at improving diversity within the C/MFT field, such as the minority student awards from AAMFT. UGA students are regularly successful in securing the AAMFT Minority fellowship, as well as other awards.
4. Issues of diversity are incorporated throughout curricula, program-wide. Practicum, MFT core classes, and HDFS core classes, encourage open discussion of issues of diversity and social justice.
5. The department requires all doctoral students to take the doctoral-level diversity course (HDFS 8720: Ecological Perspectives on Individual and Family Diversity).
6. The MFT program strives to cultivate a culture of respect, tolerance for others, growth, and dignity. Corrective action is taken in order to uphold this shared culture through individual meetings with the Program Director, between faculty and students, and potentially with the Departmental Graduate Coordinator and Department Head. When significant issues arise, policies are in place for the filing of grievances or complaints (see section on Grievance Policy).

Communities of Interest

- Program is able to identify communities of interest (COI). The MFT program will collect feedback from COI in three ways:
  o Every two years, we will request feedback from Communities of Interest (e.g., local community members, alumni, internship supervisors, program directors), using the Communities of Interest survey (Appendix Za).
  o The MFT Program will also establish a diverse Communities of Interest Board, which will be composed of individuals who represent Communities of Interest to the program. The MFT program director and faculty will meet and consult with this board on an annual basis. Feedback will be further discussed at the May
annual retreat and policy and procedure changes noted in the revised MFT Handbook each academic year.

- Finally, clients of the ASPIRE Clinic be asked for feedback using the Client Satisfaction Survey (Appendix S)

- **Program records and saves meeting minutes, emails, or other records of communication with its COI.** Responses to the Communities of Interest survey (Appendix Za), the Client Satisfaction Survey (Appendix S), and minutes from all meetings with the COI board (minutes taken by a departmental staff person) will be saved and recorded by the program director/administrative staff person.

- **Program has a written timeline and procedure for requesting feedback from its COI.** Every two years (every odd year), we will request feedback from COI using the Communities of Interest survey (Appendix Za), and the MFT program director and faculty will meet and consult with the COI board on an annual basis.

- **Program can provide examples of how the COI review process has led to curriculum/practice improvement.** Feedback will be discussed at MFT faculty meetings as needed, and further discussed at the May annual retreat. Relevant policy and procedure changes will be noted in the revised MFT Handbook each academic year.

**Student Self Care**

Graduate school and maintaining a clinical practice are stressful endeavors. To promote self-care, students are encouraged to maintain and share their hobbies and interests will their colleagues and faculty members. It is also important to maintain balance between self-care and obligations associated with graduate studies. Self-care includes taking responsibility for your schedule and planning your life to complete your obligations. **The HDFS and MFT program faculty are fully invested in your success and want to see you achieve your goals.** We will work with you and make reasonable accommodations in needed to ensure your success. Don’t wait until it is too late. If you find yourself struggling academically, clinically, professionally, or personally:

1. Talk with your advisor to identify steps you may take to address the concerns.
2. Talk with the MFT Program Director to explore options to support your health and success in the program.
3. Talk with the MFT Faculty-Student Liaison, HDFS Graduate Coordinator, or Department Head – depending on level of concern.
4. Talk to a mental health provider. It is surprising how many therapists are resistant to engaging in therapy for themselves. If you need help identifying a therapist, we can provide referrals.
5. Don’t wait until problems have compromised your health or academic performance.

**Presentations in Community Settings**

Aspire Clinic service providers have a responsibility to provide quality presentations for community agencies. Prior to providing a presentation in a community agency, students should meet with their major professor or the MFT faculty member on their committee to discuss the
presentation. They should also provide the faculty member an outline of what is to be presented. This will allow us to maintain the high quality of presentations that we have become known for and to keep a list of the various ways students provided services to the community.
Grievance Policy

If a student in the MFT program has a concern with a faculty member or student in the program, the student should first try to discuss the problem with the person or people involved. If the issue cannot be successfully resolved, or there are reasons this is not an appropriate action, the student should go to the Director of the MFT Program (Dr. Elizabeth Wieling) to discuss the concerns. If the problem is not resolved at this level, or it is not appropriate to discuss the issue with the MFT Program Director, the individual should take the concern to the Graduate Coordinator (Dr. Assaf Oshri). If the problem is not resolved at this level, or it is not appropriate to discuss with the Graduate Coordinator, the student should take the concern to the Head of the Department (Dr. Noel Card). If the problem is not resolved at this level, or it is not appropriate to discuss the issue with the Department Head, the student should take the concern to the Dean of the College (Dr. Sheri Worthy). If there is a concern about an academic decision, there is a policy in the Graduate Bulletin which addresses the procedure for this appeal (https://www.fcs.uga.edu/ssac/ssac-appeals-college). This policy would supersede the above grievance policy.

Clinical Performance
All faculty and students in the UGA MFT program are required to adhere to the AAMFT Code of Ethical Principles for Marriage and Family Therapists. Any grievances or complaints regarding the student’s clinical role should first be discussed with the student’s current clinical supervisor. If the issue is not resolved the grievance protocol outlined above should be followed. It is imperative that clinical training take place in an atmosphere that fosters respect for clients, therapists, and supervisors. Feedback related to an individual student’s clinical work should be behavioral and addressed specifically to the student. It is important to provide strengths-based feedback, as well as growth-oriented feedback, in a respectful manner with specific examples. Comments made during clinical observation should be respectful of the student therapist and client(s) and shared with the student therapist who is being observed. If a grievance relates to unethical behavior on the part of an AAMFT member (student, associate, clinical AAMFT member or fellow), the individual bringing the grievance is encouraged to report the alleged unethical behavior to the AAMFT Ethics Committee in the national office in Washington, D.C.

Publications
Students and faculty in the UGA MFT program are required to follow the pertinent regulations on conduct of human-subjects research and AAMFT Ethical Principles when conducting research and assigning authorship to publications. Authorship credit adheres to the principle of assigning credit in proportion to each individual’s contribution. It is beneficial for all parties involved to negotiate responsibilities and authorship on joint research projects in advance, if possible. A written contract signed by all parties prior to beginning a joint research project is highly recommended. Students are not required to assign authorship to a faculty member on work done in that faculty member’s course. In order to be appropriate for co-authorship, a faculty member’s contribution to the manuscript needs to be substantial and go beyond editing or offering comments at the
level ordinarily provided by a course instructor or committee membership. In the same vein, students who conduct library research or run data analyses for a faculty member as a part of their assistantship may not necessarily receive co-authorship. In the event of substantial contributions, co-authorship by faculty and students is ethically warranted. For more details refer to the Publications Manual of the American Psychological Association, 7th Edition.

COVID-19
In Fall 2021, faculty are strongly recommended to include statements related to COVID-19 in their syllabi as described on the page Suggested Text for Syllabi provided by the College of Family and Consumer Sciences: https://www.fcs.uga.edu/faculty_staff_resources/syllabus-statements

Sex Discrimination
Title IX of the Higher Education Amendments of 1972 prohibits discrimination on the basis of sex in student programs and activities. Complaints concerning any violations of Title IX should be directed to the Equal Opportunity Office.

Sexual Harassment
Student concerns about sexual harassment which involves students, faculty, or staff should be directed to the EOO.

Students with Disabilities
Student concerns about discrimination or harassment based on ability status which involves students, faculty, or staff should be directed to the EOO.

Assistantship
Any complaints or grievances related to departmental employment should first be discussed with the direct supervisor in charge of the position. If the issue is not remediated, then the student should follow the grievance policy outlined in the HDFS Doctoral Handbook.

Academic Conduct
Students and faculty are expected to hold themselves to the highest standards of ethical conduct in all aspects of academic work. Students and faculty should understand that all forms of plagiarism are unethical and will not be tolerated. Papers cannot be submitted to fulfill requirements for more than one course without pre-approval by all faculty involved. To do so is a form of academic misconduct and the student will be eligible for repercussions. Students are encouraged to develop research and topical interests through the extension of previous work but should consult closely with the course instructor to be clear about what is acceptable when working with papers that are based on prior coursework. Academic misconduct may result in a grade of F for coursework and, in some circumstances, it may result in suspension or dismissal from the program and the University.

Probation or Counseling a Student Out of the Program
If a student receives a C or lower in practicum or a core course for the MFT Program, the faculty may recommend a remediation plan for the student. At this time, depending on the severity of
the concerns, the student may be put on probation. A remediation plan will be developed and given to the student to improve the concerns. If the student does not adequately meet the remediation plan (as defined in the remediation plan and explained to the student), the student may be counseled to withdraw from the family therapy program.

**Program Exit Interview**

The MFT program director or a faculty representative will be selected from the core faculty to interview graduates of the program to help assess that student learning and program outcomes are being met. The interview will also provide an opportunity for the graduate to give feedback on their overall experience of the program and any changes that they believe need to be made to enhance the educational experience of current and future students. The interview will be confined to no more than one hour and can be completed in person or via technology assistance. A final report of the interview will be submitted to both the student and MFT faculty. A copy of the report will be kept on file with the Program Director. Interview questions are provided in Appendix N.
Appendix A – MFT Student Semester Self-Report

Student Name: ______________________

Briefly describe the development of your clinical abilities this semester. Make sure your description is behavioral and describes actual changes in your clinical style or clinical skills you have learned. Note both strengths and developmental edges – you may refer to the AAMFT core Competencies Self-Evaluation Checklist in answering this question.

____________________________

Number of hours accrued this semester at ASPIRE (or outside clinic)
Semester xx Individual Hours: __________
Semester xx Relational Hours: __________
Semester xx Supervision (individual and group):

TOTAL number of hours accrued -- clinical and supervision -- at ASPIRE (if applicable)
Total Individual Hours at ASPIRE: __________
Total Relational Hours at ASPIRE: __________

Total Supervision Hours at ASPIRE (individual and group):
List all clinical sites where you have practiced this semester (if outside of ASPIRE), your onsite supervisor, your hours per week in the setting, and your primary responsibilities. Please use the format provided for each clinical site where you have practiced this semester.

Clinical site: __________________________ Onsite supervisor: __________________________
Hours per week: _______________ Responsibilities: __________________________
Total hours accumulated this semester at this site: __________

Are your records of clinical and supervision hours up to date, signed, and filed at ASPIRE (or with MFT program coordinator)?

☐
☐

If no, please explain why your records of clinical and supervision hours are not up to date, signed, and filed at ASPIRE (or with MFT program coordinator)?

____________________________

If you will be doing practicum, clinical internship, or "continuous clinical experience" hours next year, do you expect to remain in the same setting or find a new setting? If a new setting, what do you have in mind?

____________________________

How are things going with your internship activities (if applicable)?
Areas of Concern
Indicate any concerns you have about your progress in the program.

HDFS/MFT Climate
Indicate any strengths or concerns regarding overall climate in the department or program.

Feedback to the MFT Program (Optional)
Indicate what you see as program strengths.

Describe any suggestions you have for improving the program.
# Appendix B – MFT Program Student Requirement Checklist

MFT Student: ______________________________________

MFT Faculty Advisor: _______________________________ Date: _______________

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<tr>
<th>Date</th>
<th>Faculty’s Initials</th>
<th>Requirement</th>
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<tr>
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<td>File program of study with the Graduate School</td>
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<td>Completion of second-year project</td>
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<td>Completion of 200 clinical contact hours at ASPIRE</td>
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<td>Completion of supervision course</td>
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<td>Completion of theory of therapy paper</td>
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<td>Completion or plan for obtaining grant writing experience</td>
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<td>Admission to candidacy</td>
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<td>Completion of 600 or 1000 client contact hours (depending on clinical competency path)</td>
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<td>Completion of portfolio</td>
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<td>Completion of dissertation</td>
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Appendix C – MFT Program Meeting Schedules

Monthly
- MFT Faculty review of program (August through May) including student representative or Graduate Student Organization representative in half of those meetings
- MFT Program meeting - students and faculty will meet monthly (Around August/May)
  - All MFT students are required to be present for all MFT program meetings
- Monthly meeting between Aspire Director and Program director

Bi-Annual
- Bi-annual meeting of ASPIRE advisory board
- Meeting between program director and HDFS department head
- Faculty retreat annually (August & May)

Annual
- Faculty annual student evaluations based on annual report (May)
- 1st year students’ ASPIRE orientation with clinic director (August)
- Annual review of faculty done annually with Department head (Around May/June)
- Review of MFT program by MFT faculty based on data collected for the previous year:
  - Review of curriculum
  - Review of student evaluations
  - Review of program policies
  - Review alumni survey
  - Review feedback from Communities of Interest
  - Review of physical resources annually May
  - Review of fiscal resources annually May
  - Review of academic support services annually May
  - Review of evaluations of faculty teaching
Appendix D – Job Descriptions

Program Director

**Develop and maintain program curriculum to meet COAMFTE Standards**
- Facilitate the review of the MFT curriculum with other MFT faculty.
- Formulate (with clinical faculty) MFT courses and teaching assignments as needed for the department head and graduate coordinator.
- Develop and implement necessary MFT Program policies and documents.
- Schedule and chair clinical faculty meetings.
- Keep data on graduates of the program.
- Solicit feedback on the program from past graduates.
- Oversee that exit interviews with graduates of the program are conducted.
- Oversee the preparation of the annual report for COAMFTE. Respond and rectify concerns from COAMFTE.
- Write policies and update the Policy and Procedures Handbook annually
- Schedule and chair an annual retreat with the MFT Faculty
- Coordinate and write the self-study required for COAMFTE re-accreditation. Work with HDFS staff, MFT faculty and graduate assistants on this task.
- Coordinate the COAMFTE site visit.
- Respond to COAMFTE regarding issues pertaining to accredited programs.
- Do the registration and coordinate the program’s display at the COAMFTE showcase at the annual conference.

**Coordinate the MFT Program within the HDFS Department** and program liaison with HDFS Department Head.
- Address MFT Program issues as necessary in HDFS faculty meetings.
- Meet with the HDFS Department Head and the Graduate Coordinator regarding programmatic concerns.
- Serve on one of the following Departmental committees (Graduate Program and Policy Committee, Admissions, Comps/portfolio).
- Coordinate the promotion and advertisement of the MFT Program through managing the Web page, and other methods.
- Work with student recruitment and current student issues.
- Oversee recruitment activities for prospective MFT doctoral students.
- Coordinate and schedule the new MFT student orientation.
- Coordinate the interview schedule for prospective students to the MFT Program.
- Coordinate meetings with students and clinical faculty.
- Attend clinical Theory of Therapy oral presentations.
- Participate in clinical evaluations.
- Coordinate with the ASPIRE Clinic.
- Meet monthly with the ASPIRE director to coordinate MFT students’ involvement in the clinic, develop policies and address concerns.
• Review research projects conducted at ASPIRE.

**Other responsibilities**

• Be clinically active or engaged.
• Organize clinic meetings of the students and faculty.
• Respond to emergency situations at the clinic, as needed.
• Collect the annual MFT evaluation forms from students and chair annual MFT evaluations of students.
• Maintain files for all of the students’ clinical work and evaluations – coordinated with ASPIRE and HDFS staff.
• Work with the Clinic Director to track all client contact and supervision hours.
• Work with the Office of Legal Affairs regarding clinical liability.
• Monitor insurance coverage for all students enrolled in practicum and internships.
• Meet with students to discuss clinical training issues as needed.
• Monitor COAMFTE clinical training requirements including the completion of all paperwork related to clinical training for the annual report and the self-study for reaccreditation.

**Internship (Coordinated by Dr. Elizabeth Wieling, Program Director with HDFS staff support)**

• Support students in securing approved internship sites and coordinating placements, including the management of all contracts between the university and the internship site.
• Review and approve internship plans (Appendices V and W)
• Track and keep files of all supervision evaluations for practicum and internship settings.
• Coordinate MOUs for clinical/research placements
• Be in communication with internship sites/supervisors and requests midpoint and end of the internship experience evaluations.
• Be available to internship supervisors should concerns arise with the student or the placement.

**Responsibilities and Requirements of all Tenured Line MFT Faculty**

• Attend clinic meetings.
• Attend clinical faculty meetings.
• Attend ASPIRE meetings as necessary.
• Participate in the review of prospective students and in the interview process and meet with students when they visit campus.
• Participate in the new student orientation.
• Remain clinically engaged.
• Attend and participate in the COAMFTE showcase at the annual conference (when attending the conference).
• Participate in the evaluation of practicum students.
• Be available for student recruitment activities (meet with students when they visit campus, help with the group visit, etc.).
• Respond to emergency situations at the clinic, as needed.
• Attend clinical Theory of Therapy oral presentations.
• Maintain LMFT License in Georgia
• Maintain AAMFT supervisor status
• Attend accreditation meetings
• Assist with accreditation tasks as assigned
• Attend the MFT annual retreat/s
• Maintain CEUs
• Renew supervisor status and AAMFT membership as clinical fellows and approved supervisors
• Write recommendation letters for students for licensure, approved supervisors and to become licensed in their state
• Review ASPIRE policies, documents, and measures
• Attend student interview day dinner
• Attend student interview day conference and events
• Review all MFT student applicant files
Appendix E – MFT License Requirements in Georgia

The Georgia Composite Board of Professional Counselors, Social Workers, and Marriage and Family Therapists licenses MFTs at two levels: licensed associate marriage and family therapist; licensed marriage and family therapist. The board rules for licensure are available at: https://sos.ga.gov/index.php/licensing/plb/43

Students enrolling in the program should consult with their major professor or MFT committee member to discuss which route to licensure works best for them.

Students pursuing licensure in Georgia are responsible for keeping up to date with information regarding licensure requirements and the licensing process. However, as of July 2nd, 2020, the Board requirements for the associate marriage and family therapy license (LAMFT) are as follows:

1) Education. The applicant must have earned a master's degree from a program in marriage and family therapy, from a program equivalent to a marriage and family therapy degree program, or from any program accredited by the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE). Such program shall be in an educational institution which, at the time the degree was awarded, was accredited by a regional body recognized by the Council on Higher Education Accreditation (CHEA).

2) Practicum. The applicant must have completed a one-year practicum in the practice of marriage and family therapy before or after the granting of the master's degree.
   a) Such practicum shall include a minimum of 500 hours of direct clinical experience.
   b) Such practicum shall include 100 hours of supervision provided by a licensed marriage and family therapist, professional counselor, clinical social worker, psychiatrist or psychologist, who was also an American Association for Marriage and Family Therapy Approved Supervisor, a Georgia Board Approved Marriage and Family Therapy Supervisor, or a person who was receiving supervision-of-supervision in order to qualify for either designation.

3) Contract. The applicant must submit and obtain the Board's approval of a Contract for Post-Graduate Experience and Supervision.
   a) Applicants who have not yet secured employment or begun supervision at the time of submission of their application for licensure shall so indicate on the Contract for Post-Graduate Experience and Supervision. The applicant shall submit an updated Contract for Post-Graduate Experience and Supervision to the Board for approval within thirty (30) days of securing post-graduate employment or beginning post-graduate supervision;
   b) Once the Contract for Post-Graduate Experience and Supervision is approved by the Board, any change in the contract must be submitted to the Board within thirty (30) days for approval;
   c) The Board, at its discretion, may request that the applicant and/or licensee submit verification of the information in the Contract for Post-Graduate Experience and Supervision and, if necessary, submit a revised Contract for Post-Graduate Experience and Supervision; and,
d) Any post-graduate experience or supervision obtained by an associate marriage and family therapist without Board approval may not be applied toward licensure as a marriage and family therapist.

4) Examination. The applicant shall register and sit for the Examination in Marital and Family Therapy following Board review of his/her application for licensure as an associate marriage and family therapist and approval to take the examination. Passing the examination is a requirement for licensure.

Students pursuing licensure in Georgia are responsible for keeping up to date with information regarding licensure requirements and the licensing process. However, as of July 2nd, 2020, the Board requirements for the marriage and family therapy license (LMFT) are as follows:

An applicant who holds a current license as an Associate Marriage and Family Therapist in Georgia must meet the following requirements for licensure as a marriage and family therapist:

1) Experience. The applicant must document two years of full-time post-master’s experience or its equivalent, under direction and supervision.
   a) Such experience shall have been in the practice of marriage and family therapy and shall include a minimum of 2,000 hours of direct clinical experience.
   b) For applicants who have worked less than full-time, equivalent experience may be accrued over a total of not less than two years and not more than five years.

2) Supervision. The applicant must have obtained 100 hours of supervision, concurrent with his/her documented experience.
   a) Such supervision shall have been provided by:
      i) a licensed marriage and family therapist, professional counselor, clinical social worker, psychiatrist, or psychologist who shall have been licensed and in good standing for a minimum of three years; or
      ii) an American Association for Marriage and Family Therapy (AAMFT) Approved Supervisor, a Georgia Board Approved Marriage and Family Therapy Supervisor, or a person who was receiving supervision-of-supervision in order to qualify for either designation.
   b) A minimum of 50 of these 100 hours must have been in individual supervision, and a maximum of 50 of these 100 hours may have been in group supervision; and
   c) A minimum of 5 hours of such supervision must have been obtained concurrent with each 100 hours of direct clinical experience.

3) Examination Waived. The applicant is not required to re-take the Examination in Marital and Family Therapy following Board approval of his/her application for licensure as a marriage and family therapist.

An applicant who holds a Doctoral Degree must meet the following requirements for licensure as a marriage and family therapist:

1) Education. The applicant must have earned a doctoral degree in marriage and family therapy, counseling, social work, medicine, applied psychology, psychiatric nursing, pastoral counseling, applied child and family development, applied sociology, or from any program accredited by the Commission on Accreditation for Marriage and Family Therapy Education...
Such degree shall be from an educational institution which, at the time the degree was awarded, was accredited by a regional body recognized by the Council on Higher Education Accreditation (CHEA).

a) For the purpose of licensure under this rule, a degree in psychology, child and family development or sociology shall be considered an applied degree and a degree in divinity or in theology shall be considered a degree in pastoral counseling if the applicant has completed, as part of the degree program or as additional post-master's coursework, either of the following two options:
   i) Three courses in clinical content areas; or
   ii) Two courses in clinical content areas, plus an approved practicum or internship, which shall include a minimum of 500 hours of direct clinical experience in the practice of professional counseling, clinical social work or marriage and family therapy.

b) The coursework required under this section shall be in addition to the five required courses in Marriage and Family Therapy, Marriage and Family Studies, and Marriage and Family Therapy Ethics.

c) The applicant shall have completed, as part of a master or doctoral degree program, or as additional post-graduate degree coursework, at least two courses in Marriage and Family Therapy, two courses in Marriage and Family Studies, one course in Marriage and Family Therapy Ethics, and one course in either psychopathology or the diagnosis of mental problems and conditions. These courses shall have been obtained from an educational institution accredited by a regional body recognized by the Council on Higher Education Accreditation (CHEA) or, prior to January 1, 2020, from a training institute which offers Board approved graduate courses.

2) Experience. The applicant must document two years of full-time post-master or post-doctorate experience, in the practice of marriage and family therapy, under direction and supervision, which shall include a minimum of 1,500 hours of direct clinical experience.
   a) One year of such experience may have been in an approved internship program before or after the granting of the doctoral degree, which shall include a minimum of 500 hours of direct clinical experience.
   b) At least one year of such experience shall have been full-time post-master or post-doctorate experience, which shall include a minimum of 1,000 hours of direct clinical experience.

3) Supervision. The applicant must have obtained 100 hours of supervision, concurrent with their documented experience.
   a) Such supervision shall have been provided by a licensed marriage and family therapist, professional counselor, clinical social worker, psychiatrist, or psychologist, who was also an American Association for Marriage and Family Therapy Approved Supervisor, a Georgia Board Approved Marriage and Family Therapy Supervisor, or a person who was receiving supervision-of-supervision in order to qualify for either designation.
   b) A minimum of 50 of these 100 hours must have been in individual supervision, and a maximum of 50 of these 100 hours may have been in group supervision;
   c) A minimum of 5 hours of such supervision must have been obtained concurrent with each 100 hours of direct clinical experience; and
d) A maximum of 50 of these 100 hours may have been obtained during the applicant's doctoral degree or internship program.

4) Examination. The applicant shall register and sit for the Examination in Marital and Family Therapy following Board review of his/her application for licensure as a marriage and family therapist and approval to take the examination. Passing the examination is a requirement for licensure.

Georgia MFT Licensure by Reciprocity
A marriage and family therapist should submit license verification from all states where they hold licensing. An MFT who wishes to be considered for endorsement should send a copy of his state's statutes with his application. If the applicant has taken the required exam, but does not have an MFT license, he can apply by examination waiver.

Applications are fairly lengthy and require multiple additional supplemental materials, which may or may not be listed above. Applications can be downloaded from the Board website: https://sos.ga.gov/index.php/licensing/plb/43

For other state requirements, see the document MFT Licensure Requirements by State.
Appendix F – Portability of Degree Acknowledgement Form

Marriage and family therapy is a profession that leads to licensure in all 50 states. However, law and regulations about licensure varies by state.

While some boards accept a degree and supervised hours earned out-of-state, many do not. Therefore, make sure to review license requirements in the state where you intend to practice prior to accepting a place in the UGA program so that you understand what may and may not be accepted across state lines. Here is the link to each state’s licensure resources: https://www.aamft.org/Directories/MFT_Licensing_Boards.aspx.

The coursework for the University of Georgia MFT Doctoral Program was designed to meet MFT licensure requirements in the state of Georgia. You may read more about the state requirements for MFT licensure in Georgia here: https://sos.ga.gov/index.php/licensing/plb/43
This information is also available in our MFT Program Handbook (see Appendix E): https://www.fcs.uga.edu/hdfs/graduate-for-current-students

For licensure requirements in other states, see the document MFT Licensure Requirements by State.

If you have questions about the program’s alignment with professional licensure you may contact the Program Director: Dr. Elizabeth Wieling at ewieling@uga.edu

Please sign this form and return with your program admissions packet.

Student name: _________________________________________ Date: ___________________

Student signature: _____________________________________ Date: ___________________
Appendix Ga – Clinical Evaluation Form (Student Self-Evaluation)

Student name: _______________________________________ Date: _____________________
Yr. Entered Program___________

Please complete this form to the best of your ability by assessing each item regarding your level of competency with the activity described. As the majority of the core competencies are related to clinical practice, your training in these areas most likely took place in your master’s program. However, we are interested in knowing what areas of training you believe need further attention. This is an opportunity to problem solve if there are problem areas in your clinical training. Please use the comment sections to elaborate on any issues you would like to bring to our attention.

MFT Program Educational Outcomes
In this area, please indicate if you feel you are “Below” “Meets” or “Exceeds” expectations for your developmental level for each category. The MFT faculty expects that most students would rate themselves as “Meets” expectations in assessing their developmental level because most students are actively engaged in the learning process.

I am:

<table>
<thead>
<tr>
<th>Program Goal</th>
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<th>Exceeds</th>
<th>N/A</th>
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</table>

Comments:

AAMFT Core Competencies
In the area below rate your competency with each activity on a scale of 1 (not competent) to 5 (very competent) or N/A. A score of 3 or higher shows competency while a 2 or below would indicate room for improvement.

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<tbody>
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<td>1. Admission to Treatment</td>
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<td>Executive Skills</td>
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<tr>
<td>Explain practice setting rules, fees, rights, and responsibilities of each party, including privacy, confidentiality, policies, and duty to care, to client or legal guardian</td>
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<tr>
<td>Obtain informed consent to treatment from all responsible parties</td>
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<tr>
<td>Establish and maintain appropriate and productive therapeutic alliances with clients</td>
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<tr>
<td>Solicit and use client feedback throughout the therapeutic process</td>
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<tr>
<td>Develop and maintain collaborative working relationships with referral resources, other practitioners, and payers.</td>
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<tr>
<td>Manage session interactions with individuals, couples, groups and families</td>
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<tr>
<td>Develop a workable therapeutic contract/plan with clients</td>
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**Evaluative Skills**

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<tr>
<th>Skills</th>
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<tbody>
<tr>
<td>Evaluate case for appropriateness for treatment within professional scope of practice and competence</td>
</tr>
<tr>
<td>Evaluate intake policies and procedures for completeness and contextual relevance</td>
</tr>
<tr>
<td>Evaluate case appropriateness for telehealth services, if applicable.</td>
</tr>
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</table>

**Professional Skills**

<table>
<thead>
<tr>
<th>Skills</th>
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<tbody>
<tr>
<td>Understand the legal requirements and limitations for working with vulnerable populations</td>
</tr>
<tr>
<td>Collaborate effectively with clients and other professionals</td>
</tr>
<tr>
<td>Complete case documentation in a timely manner and in accordance with relevant laws and policies</td>
</tr>
<tr>
<td>Develop, establish, and maintain policies for fees, payment, record keeping, and confidentiality</td>
</tr>
<tr>
<td>Draft documents required for treatment, including informed consent, release of information, and intake forms</td>
</tr>
</tbody>
</table>

**Comments**

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### 2. Clinical Assessment and Diagnosis

**Perceptual Skills**

<table>
<thead>
<tr>
<th>Skills</th>
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<tbody>
<tr>
<td>Determine the person or system that is the focus of treatment</td>
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<tr>
<td>Assess each client’s engagement in the change process</td>
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<tr>
<td>Systemically integrate client report, observations of client behaviors, client relationship patterns, reports from other professionals, results from testing procedures, and interactions with client to guide the assessment process</td>
</tr>
<tr>
<td>Develop hypotheses regarding relationship patterns, their bearing on the presenting problem, and the influence of extra-therapeutic factors on client systems</td>
</tr>
<tr>
<td>Consider the influence of treatment on extra-therapeutic relationships</td>
</tr>
</tbody>
</table>
Consider physical/organic problems that can cause or exacerbate emotional/interpersonal symptoms

**Executive Skills**

- Diagnose and assess client problems systemically and contextually
- Engage with multiple persons and manage multiple levels of information throughout the therapeutic process
- Provide assessments and deliver developmentally appropriate services to clients
- Apply effective and systemic interviewing techniques and strategies
- Administer and interpret results of assessment instruments
- Screen and develop adequate safety plans for substance abuse, child and elder maltreatment, domestic violence, physical violence, suicide potential, and dangerousness to self and others
- Assess family history and dynamics using a genogram or other assessment instruments
- Elicit a relevant and accurate biopsychosocial history to understand the context of the clients’ problems
- Make accurate behavioral and relational health diagnoses
- Identify clients’ strengths, resilience, and resources
- Elucidate presenting problem from the perspective of each member of the therapeutic system
- Communicate diagnostic information so clients understand its relationship to treatment goals and outcomes

**Professional Skills**

- Utilize consultation and supervision effectively

**Comments**

---

**3. Treatment Planning and Case Management**

**Perceptual Skills**

- Integrate client feedback, assessment, contextual information, and diagnosis with treatment goals and plan

**Executive Skills**

- Develop, with client input, measurable outcomes, treatment goals, treatment plans, and after-care plans utilizing a systemic perspective
- Prioritize treatment goals
- Develop a clear plan of how sessions will be conducted
- Structure treatment to meet clients’ needs and to facilitate systemic change
- Manage progression of therapy toward treatment goals
- Manage risks, crises, and emergencies
- Work collaboratively with other stakeholders, including family members and professionals not present
- Assist clients in obtaining needed care while navigating complex systems of care
<table>
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<tr>
<th>Develop termination and after-care plans</th>
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<tbody>
<tr>
<td><strong>Professional Skills</strong></td>
</tr>
<tr>
<td>Advocate for clients in obtaining quality care, appropriate resources, and services in their community</td>
</tr>
<tr>
<td>Participate in case-related forensic and legal processes</td>
</tr>
<tr>
<td>Write plans and complete other case documentation in accordance with practice setting policies, professional standards, and state laws</td>
</tr>
<tr>
<td>Utilize time management skills in therapy sessions and other professional meetings</td>
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<tr>
<td><strong>Comments</strong></td>
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</tbody>
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<table>
<thead>
<tr>
<th>4. Therapeutic Interventions</th>
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<tbody>
<tr>
<td><strong>Perceptual Skills</strong></td>
</tr>
<tr>
<td>Recognize how different techniques may impact the treatment process</td>
</tr>
<tr>
<td>Distinguish differences between content and process issues, their role in therapy, and their potential impact on therapeutic outcomes</td>
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<tr>
<td><strong>Executive Skills</strong></td>
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<tr>
<td>Identify treatment most likely to benefit clients for presenting clinical problem or diagnosis</td>
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<td>Match treatment modalities and techniques to clients’ needs, goals, and values</td>
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<td>Deliver interventions in a way that is sensitive to special needs of clients</td>
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<td>Reframe problems and recursive interaction patterns</td>
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<td>Generate relational questions and reflexive comments in therapy</td>
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<td>Engage each family member in the treatment process as appropriate</td>
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<td>Facilitate clients developing and integrating solutions to problems</td>
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<td>Defuse intense and chaotic situations to enhance the safety of all participants</td>
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<td>Empower clients to establish effective familial organization, familial structures, and relationships with larger systems</td>
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<td>Provide psychoeducation to families whose members have serious mental illness or other disorders</td>
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<td>Modify interventions that are not working to better fit treatment goals</td>
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<td>Move to constructive termination when treatment goals have been accomplished</td>
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<td>Integrate supervision/team communications into treatment</td>
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<tr>
<td><strong>Professional Skills</strong></td>
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<tr>
<td>Respect multiple perspectives</td>
</tr>
<tr>
<td>Set appropriate boundaries and manage issues of triangulation</td>
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<tr>
<td>Articulate rationales for interventions related to treatment goals and plan, assessment information, and systemic understanding of clients’ context and dynamics</td>
</tr>
<tr>
<td>Utilize and successfully implement interventions appropriate for telehealth, when applicable.</td>
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<tr>
<td><strong>Comments</strong></td>
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<tr>
<td>5. Legal Issues, Ethics, and Standards</td>
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<tr>
<td>Perceptual Skills</td>
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<tr>
<td>Recognize situations in which ethics, laws, professional liability, and standards of practice apply</td>
</tr>
<tr>
<td>Recognize ethical dilemmas in practice setting</td>
</tr>
<tr>
<td>Recognize when a legal consultation is necessary</td>
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<tr>
<td>Recognize when clinical supervision or consultation is necessary</td>
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<tr>
<td>Adhere to clinic policies and state and federal ethical standards regarding provision of telehealth services</td>
</tr>
<tr>
<td>Executive Skills</td>
</tr>
<tr>
<td>Monitor issues related to ethics, laws, regulations, and professional standards</td>
</tr>
<tr>
<td>Develop policies, procedures, and forms consistent with standards of practice to protect client confidentiality and to comply with relevant laws and regulations</td>
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<tr>
<td>Inform clients and legal guardians of limitations to confidentiality and parameters of mandatory reporting</td>
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<tr>
<td>Develop safety plan for clients who present with potential self-harm, suicide, abuse, or violence</td>
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<tr>
<td>Take appropriate action when ethical and legal dilemmas emerge</td>
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<tr>
<td>Report information to appropriate authorities as required by law</td>
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<tr>
<td>Practice within defined scope of practice and competence</td>
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<tr>
<td>Obtain knowledge of advances and theory regarding effective clinical practice</td>
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<tr>
<td>Obtain license and specialty credentials</td>
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<tr>
<td>Implement a personal program to maintain professional competence</td>
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</table>

Finally, please rate your satisfaction with the telehealth technology used at the ASPIRE Clinic (e.g., Theranest, Time2track) with 1 being “I was highly dissatisfied with the technology” and 5 being “I was highly satisfied with the technology”, and N/A meaning you did not provide telehealth services at ASPIRE this semester. __________

Please offer any additional comments or context for your above ratings or provide suggestions in the space below:

______________________________________________________________________________
______________________________________________________________________________
Appendix Gb – Clinical Evaluation Form (Supervisor)

Student name: ______________________ Date: ___________
Yr. Entered Program__________

This form is used for MFT faculty to rate student’s clinical progress each semester. Please mark the appropriate response to each question and respond to the open-ended questions that follow. This form should be reviewed and signed by the supervisor, and then returned to the MFT Program Director. The purpose of the evaluation is to provide valuable feedback to students about their clinical progress.

MFT Program Educational Outcomes
In this area, please indicate if you feel the student is “Below,” “Meets” or “Exceeds” their developmental level for each category. The MFT faculty expects that most students would be rated as “Meets” expectations for their developmental level because most students are actively engaged in the learning process.

The student is:

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Comments:

AAMFT Core Competencies
In the area below rate the student’s competency with each activity on a scale of 1 (not competent) to 5 (very competent) or N/A. A score of 3 or higher shows competency while a 2 or below would indicate room for improvement.

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<tr>
<td>Complete an intake/diagnostic assessment</td>
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Explain practice setting rules, fees, rights, and responsibilities of each party, including privacy, confidentiality, policies, and duty to care, to client or legal guardian
Obtain informed consent to treatment from all responsible parties
Establish and maintain appropriate and productive therapeutic alliances with clients
Solicit and use client feedback throughout the therapeutic process
Develop and maintain collaborative working relationships with referral resources, other practitioners, and payers.
Manage session interactions with individuals, couples, groups and families
Develop a workable therapeutic contract/plan with clients

**Evaluative Skills**
Evaluate case for appropriateness for treatment within professional scope of practice and competence
Evaluate intake policies and procedures for completeness and contextual relevance
Evaluate case appropriateness for telehealth services, if applicable.

**Professional Skills**
Understand the legal requirements and limitations for working with vulnerable populations
Collaborate effectively with clients and other professionals
Complete case documentation in a timely manner and in accordance with relevant laws and policies
Develop, establish, and maintain policies for fees, payment, record keeping, and confidentiality
Draft documents required for treatment, including informed consent, release of information, and intake forms

**Comments**

2. **Clinical Assessment and Diagnosis**

**Perceptual Skills**
Determine the person or system that is the focus of treatment
Assess each client’s engagement in the change process
Systemically integrate client report, observations of client behaviors, client relationship patterns, reports from other professionals, results from testing procedures, and interactions with clients to guide the assessment process
Develop hypotheses regarding relationship patterns, their bearing on the presenting problem, and the influence of extra-therapeutic factors on client systems
Consider the influence of treatment on extra-therapeutic relationships
Consider physical/organic problems that can cause or exacerbate emotional/interpersonal symptoms

**Executive Skills**
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<th>Task</th>
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<td>Professional Skills</td>
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<tr>
<td>Utilize consultation and supervision effectively</td>
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</table>

**Comments**

### 3. Treatment Planning and Case Management

**Perceptual Skills**
- Integrate client feedback, assessment, contextual information, and diagnosis with treatment goals and plan

**Executive Skills**
- Develop, with client input, measurable outcomes, treatment goals, treatment plans, and after-care plans utilizing a systemic perspective
- Prioritize treatment goals
- Develop a clear plan of how sessions will be conducted
- Structure treatment to meet clients’ needs and to facilitate systemic change
- Manage progression of therapy toward treatment goals
- Manage risks, crises, and emergencies
- Work collaboratively with other stakeholders, including family members and professionals not present
- Assist clients in obtaining needed care while navigating complex systems of care
- Develop termination and after-care plans

**Professional Skills**
Advocate for clients in obtaining quality care, appropriate resources, and services in their community

Participate in case-related forensic and legal processes

Write plans and complete other case documentation in accordance with practice setting policies, professional standards, and state laws

Utilize time management skills in therapy sessions and other professional meetings

| Comments |

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<th>4. Therapeutic Interventions</th>
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<td>Recognize how different techniques may impact the treatment process</td>
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<tr>
<td>Articulate rationales for interventions related to treatment goals and plan, assessment information, and systemic understanding of clients’ context and dynamics</td>
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<tr>
<td>Utilize and successfully implement interventions appropriate for telehealth, when applicable.</td>
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</table>

| Comments |
### 5. Legal Issues, Ethics, and Standards

#### Perceptual Skills
- Recognize situations in which ethics, laws, professional liability, and standards of practice apply
- Recognize ethical dilemmas in practice setting
- Recognize when a legal consultation is necessary
- Recognize when clinical supervision or consultation is necessary
- Adhere to clinic policies and state and federal ethical standards regarding provision of telehealth services

#### Executive Skills
- Monitor issues related to ethics, laws, regulations, and professional standards
- Develop policies, procedures, and forms consistent with standards of practice to protect client confidentiality and to comply with relevant laws and regulations
- Inform clients and legal guardians of limitations to confidentiality and parameters of mandatory reporting
- Develop safety plan for clients who present with potential self-harm, suicide, abuse, or violence
- Take appropriate action when ethical and legal dilemmas emerge
- Report information to appropriate authorities as required by law
- Practice within defined scope of practice and competence
- Obtain knowledge of advances and theory regarding effective clinical practice
- Obtain license and specialty credentials
- Implement a personal program to maintain professional competence

#### Comments
Appendix Gc – ASPIRE Clinical Performance Evaluation Form (ASPIRE Clinic Director)

The purpose of this form is to share an evaluative perspective of the MFT doctoral students’ level of clinical performance in the areas outlined below. This assessment will provide additional information to faculty for practicum grades each semester and annual evaluation feedback.

The student’s performance in the following three areas (clinic policy, case management & documentation, professionalism) will be evaluated on the following scale:

(1) Does not meet expectations
(2) Meets expectations
(3) Exceeds Expectations

Today's Date:
Semester:
Year:

Student’s name:
Current clinical supervisor:

I. Clinic Policy Performance
Demonstrates compliance with ASPIRE Clinic policies and procedures.
Maintains mandatory student liability insurance & submits proof on a yearly basis.
Turns in absence and vacation forms when required within one week of scheduled leave.
Handles mandated reporting and red-flag concerns as outlined in the manual.

Notes:

II. Case Management & Documentation Performance
Maintains all necessary documentation in case files.
Completes documentation within the required time frame.
Maintains confidentiality and safety of all case files and client data.
Securely maintains clinic video files and recordings.
Updates treatment plans at least once per semester.
Closes case files in a timely manner according to ASPIRE policy.
Receives satisfactory monthly case file audits.
Provides clients necessary clinical assessments per ASPIRE policy.
Maintains required case load at ASPIRE (as outlined by program and clinical expectations).
Communicates efficiently when case load adjustments are needed.
Complies with case transition policies and procedures when necessary.

Notes:

III. Professionalism
Displays professionalism according to the ASPIRE policies and procedures manual (e.g., dress, punctuality, accountability, communication).
Demonstrates independent and effective use of clinic resources/tools (e.g., manuals, eLC training courses).
Is respectful and professional in interactions with clinic coordinator.
Is timely and responsive to clinic email communications which require a reply or response.
Is accountable & does not miss scheduled client appointments.
Is respectful and professional with support staff/interns.
Contributes to a respectful and affirming climate for all clients, students, faculty and staff of diverse and marginalized identities through their behaviors and attitudes.

Notes:

________________________________________

Additional Feedback:

MFT Program Goals and Student Learning Outcomes this form addresses:

Program goal #1: Developing advanced culturally responsive and ethical clinical knowledge and skills in family therapy practice and supervision.

Student Learning Outcome 1.1: Students will gain advanced, culturally responsive, ethical and relationally oriented clinical practice skills throughout the program and demonstrate clinical competency.

Student Learning Outcome 4.3: Students will demonstrate an understanding of how to address issues of social justice pedagogically and professionally.
Appendix H – Clinical Supervisor Evaluation Form

Instructions: Please complete this evaluation for your clinical supervisor during the past term. Complete thoughtfully by marking the response that represents your training experience. All responses will be recorded anonymously for each practicum group. Please respond by xxxx. MFT faculty supervisors will not have access to student evaluation reports until xxxx, when xx semester official starts, to avoid potential concerns/tensions around anonymity and reprisal.

Please select your practicum supervisor.
- xxx
- xxx

Overall, how would you rate your supervisor's supervision?
- Very Ineffective
- Ineffective
- Neutral
- Effective
- Very Effective

How would you rate your supervisor's knowledge of family therapy theory and practice?
- (Same options as above)

How would you rate your supervisor's ability to help you conceptualize treatment systemically?
- (Same options as above)

How would you rate your supervisor's ability to encourage theoretically driven practice?
- (Same options as above)

How would you rate your supervisor's ability to encourage your growth and development as a therapist?
- (Same options as above)

How would you rate your supervisor's ability to help you expand your practice of therapy to include other models and techniques that you are less comfortable with?
- (Same options as above)

How effective is your supervisor in helping you set goals?
- (Same options as above)

How effective is your supervisor in helping you achieve your goals?
- (Same options as above)
How effective is your supervisor in bringing up issues of power, race, gender, sexual orientation, age, class, etc.?  
• (Same options as above)

How effective is your supervisor in encouraging the integration of research and practice?  
• (Same options as above)

How effective is your supervisor in helping you work from a systemic and cultural perspective?  
• (Same options as above)

How effective is your supervisor in helping you make individual and relational diagnoses?  
• (Same options as above)

How effective was your supervisor regarding the integration of ethical clinical topics?  
• (Same options as above)

How knowledgeable was your supervisor regarding ASPIRE policies and procedures?  
• (Same options as above)

How effective was your supervisor in supporting you with telehealth and TheraNest (or other telehealth software used in external internships)?  
• (Same options as above)

How effective was your supervisor in enforcing updated case documentation?  
• (Same options as above)

How effective was your supervisor in tracking and signing monthly forms?  
• (Same options as above)

Please comment on the strengths of your supervisor:  
Please comment on any limitations of your supervisor:  
Please comment on the group dynamics of practicum:  
Please share any additional comments you might have about your supervisor or practicum experience:  

Thank you so much for your time. Please remember that all responses are recorded anonymously.
# Appendix I – Theory of Therapy Writing Rubric

August 2020

**Student’s Name_____________________________**

**Semester, year, and date _____________________________________**

**Rater: _____________________________**

## Written Presentation

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<tr>
<td><strong>Conceptualization of Theory of Therapy</strong></td>
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<tr>
<td>1. Describes philosophical and/or epistemological orientations for conducting therapy</td>
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<td>2. Presents marriage and family therapy literature (foundational and current) that informs theory of therapy</td>
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<td>3. Offers theoretically consistent integration of theory and practice (includes clinical examples)</td>
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<td>4. Discusses how research informs theory of therapy</td>
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<td>5. Describes how issues of various diversity topics - context, diversity, gender, power - are addressed in their model/theory of therapy</td>
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## Quality of Writing

| 13. Adheres to APA style; paper within 20-25 pages (without references, tables, figures) | 1 | 2 | 3 | 4 |
| 14. Uses proper grammar, spelling and punctuation |   |   |   |   |
15. Clear organization- good use of headings, readability
16. Demonstrates proper and substantial use of scholarly sources

**Numeral Explanations:**

**1= Unacceptable**
There is lack of organization to the document. Sentences are difficult to read and understand. Ideas and concepts are not explored and integrated throughout the paper but simply listed and defined.

**2=Below Expectations**
Organization of document is difficult to follow due to inadequate transitions or rambling format. Insufficient or irrelevant information presented. Poor grammar and sentence mechanics. Discrepancies among theories and ideas are minimally explained with no rationale provided, or ignored. Information presented is poorly referenced and key citations are omitted.

**3=Meets Expectations**
The document can be followed easily (basic transitions and a structured format is provided). The document contains minimal distractions, such as: flow in thought, grammar, and mechanics. Idea or concept is partially explored and integrated though out the paper. Discrepancies among theories and ideas are, for the most, part explained in a logical manner. Information presented is, for the most part, adequately and appropriate referenced.

**4=Exceeds Expectations**
Idea or concept is fully explored and integrated throughout the paper. Discrepancies among theories and ideas are explained in a logical manner. Information presented is adequately and appropriately referenced.

A **pass** on the written paper is defined as receiving “meets expectations” or above on at least 13 items on the rubric (Appendix I) by all active MFT faculty members.

**Review Process:** Students will submit their final Theory of Therapy for faculty review during the first week of the Fall semester. Faculty will evaluate and provide feedback within 30 - 45 days with a **pass** or **revise and resubmit.** Students will have 30 days to complete revisions and resubmit. When a pass is achieved, students will have permission to proceed to oral presentation.
Appendix J – Theory of Therapy Oral Presentation Rubric

August 2020

Student’s Name _____________________________________________
Semester, year, and date _____________________________________
Rater: ______________________________________________________

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<td>13. Portability of degree – what is your path to becoming licensed in the state where you want to be clinically active?</td>
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A pass on the oral presentation is defined as receiving “meets expectations” or above on at least 13 items on the rubric (Appendix J) by all MFT faculty members.
Appendix K – AAMFT Code of Ethics

Preamble
The Board of Directors of the American Association for Marriage and Family Therapy (AAMFT) hereby promulgates, pursuant to Article 2, Section 2.01.3 of the Association’s Bylaws, the Revised AAMFT Code of Ethics, effective January 1, 2015.

Honoring Public Trust
The AAMFT strives to honor the public trust in marriage and family therapists by setting standards for ethical practice as described in this Code. The ethical standards define professional expectations and are enforced by the AAMFT Ethics Committee.

Commitment to Service, Advocacy and Public Participation
Marriage and family therapists are defined by an enduring dedication to professional and ethical excellence, as well as the commitment to service, advocacy, and public participation. The areas of service, advocacy, and public participation are recognized as responsibilities to the profession equal in importance to all other aspects. Marriage and family therapists embody these aspirations by participating in activities that contribute to a better community and society, including devoting a portion of their professional activity to services for which there is little or no financial return. Additionally, marriage and family therapists are concerned with developing laws and regulations pertaining to marriage and family therapy that serve the public interest, and with altering such laws and regulations that are not in the public interest. Marriage and family therapists also encourage public participation in the design and delivery of professional services and in the regulation of practitioners. Professional competence in these areas is essential to the character of the field, and to the well-being of clients and their communities.

Seeking Consultation
The absence of an explicit reference to a specific behavior or situation in the Code does not mean that the behavior is ethical or unethical. The standards are not exhaustive. Marriage and family therapists who are uncertain about the ethics of a particular course of action are encouraged to seek counsel from consultants, attorneys, supervisors, colleagues, or other appropriate authorities.

Ethical Decision-Making
Both law and ethics govern the practice of marriage and family therapy. When making decisions regarding professional behavior, marriage and family therapists must consider the AAMFT Code of Ethics and applicable laws and regulations. If the AAMFT Code of Ethics prescribes a standard higher than that required by law, marriage and family therapists must meet the higher standard of the AAMFT Code of Ethics. Marriage and family therapists comply with the mandates of law, but make known their commitment to the AAMFT Code of Ethics and take steps to resolve the conflict in a responsible manner. The AAMFT supports legal mandates for reporting of alleged unethical conduct.

Marriage and family therapists remain accountable to the AAMFT Code of Ethics when acting as members or employees of organizations. If the mandates of an organization with which a marriage and family therapist is affiliated, through employment, contract or otherwise, conflict with the AAMFT Code of Ethics, marriage and family therapists make known to the organization their commitment to the AAMFT Code of Ethics and take reasonable steps to resolve the conflict in a way that allows the fullest adherence to the Code of Ethics.
Binding Expectations
The AAMFT Code of Ethics is binding on members of AAMFT in all membership categories, all AAMFT Approved Supervisors and all applicants for membership or the Approved Supervisor designation. AAMFT members have an obligation to be familiar with the AAMFT Code of Ethics and its application to their professional services. Lack of awareness or misunderstanding of an ethical standard is not a defense to a charge of unethical conduct.

Resolving Complaints
The process for filing, investigating, and resolving complaints of unethical conduct is described in the current AAMFT Procedures for Handling Ethical Matters. Persons accused are considered innocent by the Ethics Committee until proven guilty, except as otherwise provided, and are entitled to due process. If an AAMFT member resigns in anticipation of, or during the course of, an ethics investigation, the Ethics Committee will complete its investigation. Any publication of action taken by the Association will include the fact that the member attempted to resign during the investigation.

Aspirational Core Values
The following core values speak generally to the membership of AAMFT as a professional association, yet they also inform all the varieties of practice and service in which marriage and family therapists engage. These core values are aspirational in nature, and are distinct from ethical standards. These values are intended to provide an aspirational framework within which marriage and family therapists may pursue the highest goals of practice.

The core values of AAMFT embody:
1. Acceptance, appreciation, and inclusion of a diverse membership.
2. Distinctiveness and excellence in training of marriage and family therapists and those desiring to advance their skills, knowledge and expertise in systemic and relational therapies.
3. Responsiveness and excellence in service to members.
4. Diversity, equity and excellence in clinical practice, research, education and administration.
5. Integrity evidenced by a high threshold of ethical and honest behavior within Association governance and by members.
6. Innovation and the advancement of knowledge of systemic and relational therapies.

Ethical Standards
Ethical standards, by contrast, are rules of practice upon which the marriage and family therapist is obliged and judged. The introductory paragraph to each standard in the AAMFT Code of Ethics is an aspirational/explanatory orientation to the enforceable standards that follow.

STANDARD I: RESPONSIBILITY TO CLIENTS
Marriage and family therapists advance the welfare of families and individuals and make reasonable efforts to find the appropriate balance between conflicting goals within the family system.
1.1 Non-Discrimination.
Marriage and family therapists provide professional assistance to persons without discrimination on the basis of race, age, ethnicity, socioeconomic status, disability, gender, health status, religion, national origin, sexual orientation, gender identity or relationship status.
1.2 Informed Consent.
Marriage and family therapists obtain appropriate informed consent to therapy or related procedures and use language that is reasonably understandable to clients. When persons, due to age or mental status, are legally incapable of giving informed consent, marriage and family therapists obtain informed permission from a legally authorized person, if such substitute consent is legally permissible. The content of informed consent may vary depending upon the client and treatment plan; however, informed consent generally necessitates that the client: (a) has the capacity to consent; (b) has been adequately informed of significant information concerning treatment processes and procedures; (c) has been adequately informed of potential risks and benefits of treatments for which generally recognized standards do not yet exist; (d) has freely and without undue influence expressed consent; and (e) has provided consent that is appropriately documented.

1.3 Multiple Relationships.
Marriage and family therapists are aware of their influential positions with respect to clients, and they avoid exploiting the trust and dependency of such persons. Therapists, therefore, make every effort to avoid conditions and multiple relationships with clients that could impair professional judgment or increase the risk of exploitation. Such relationships include, but are not limited to, business or close personal relationships with a client or the client’s immediate family. When the risk of impairment or exploitation exists due to conditions or multiple roles, therapists document the appropriate precautions taken.

1.4 Sexual Intimacy with Current Clients and Others.
Sexual intimacy with current clients or with known members of the client’s family system is prohibited.

1.5 Sexual Intimacy with Former Clients and Others.
Sexual intimacy with former clients or with known members of the client’s family system is prohibited.

1.6 Reports of Unethical Conduct.
Marriage and family therapists comply with applicable laws regarding the reporting of alleged unethical conduct.

1.7 Abuse of the Therapeutic Relationship.
Marriage and family therapists do not abuse their power in therapeutic relationships.

1.8 Client Autonomy in Decision Making.
Marriage and family therapists respect the rights of clients to make decisions and help them to understand the consequences of these decisions. Therapists clearly advise clients that clients have the responsibility to make decisions regarding relationships such as cohabitation, marriage, divorce, separation, reconciliation, custody, and visitation.
1.9 Relationship Beneficial to Client. 
Marriage and family therapists continue therapeutic relationships only so long as it is reasonably clear that clients are benefiting from the relationship.

1.10 Referrals. 
Marriage and family therapists respectfully assist persons in obtaining appropriate therapeutic services if the therapist is unable or unwilling to provide professional help.

1.11 Non-Abandonment. 
Marriage and family therapists do not abandon or neglect clients in treatment without making reasonable arrangements for the continuation of treatment.

1.12 Written Consent to Record. 
Marriage and family therapists obtain written informed consent from clients before recording any images or audio or permitting third-party observation.

1.13 Relationships with Third Parties. 
Marriage and family therapists, upon agreeing to provide services to a person or entity at the request of a third party, clarify, to the extent feasible and at the outset of the service, the nature of the relationship with each party and the limits of confidentiality.

STANDARD II: CONFIDENTIALITY

Marriage and family therapists have unique confidentiality concerns because the client in a therapeutic relationship may be more than one person. Therapists respect and guard the confidences of each individual client.

2.1 Disclosing Limits of Confidentiality. 
Marriage and family therapists disclose to clients and other interested parties at the outset of services the nature of confidentiality and possible limitations of the clients’ right to confidentiality. Therapists review with clients the circumstances where confidential information may be requested and where disclosure of confidential information may be legally required. Circumstances may necessitate repeated disclosures.

2.2 Written Authorization to Release Client Information. 
Marriage and family therapists do not disclose client confidences except by written authorization or waiver, or where mandated or permitted by law. Verbal authorization will not be sufficient except in emergency situations, unless prohibited by law. When providing couple, family or group treatment, the therapist does not disclose information outside the treatment context without a written authorization from each individual competent to execute a waiver. In the context of
couple, family or group treatment, the therapist may not reveal any individual’s confidences to others in the client unit without the prior written permission of that individual.

2.3 Client Access to Records.
Marriage and family therapists provide clients with reasonable access to records concerning the clients. When providing couple, family, or group treatment, the therapist does not provide access to records without a written authorization from each individual competent to execute a waiver. Marriage and family therapists limit client’s access to their records only in exceptional circumstances when they are concerned, based on compelling evidence, that such access could cause serious harm to the client. The client’s request and the rationale for withholding some or all of the record should be documented in the client’s file. Marriage and family therapists take steps to protect the confidentiality of other individuals identified in client records.

2.4 Confidentiality in Non-Clinical Activities.
Marriage and family therapists use client and/or clinical materials in teaching, writing, consulting, research, and public presentations only if a written waiver has been obtained in accordance with Standard 2.2, or when appropriate steps have been taken to protect client identity and confidentiality.

2.5 Protection of Records.
Marriage and family therapists store, safeguard, and dispose of client records in ways that maintain confidentiality and in accord with applicable laws and professional standards.

2.6 Preparation for Practice Changes.
In preparation for moving a practice, closing a practice, or death, marriage and family therapists arrange for the storage, transfer, or disposal of client records in conformance with applicable laws and in ways that maintain confidentiality and safeguard the welfare of clients.

2.7 Confidentiality in Consultations.
Marriage and family therapists, when consulting with colleagues or referral sources, do not share confidential information that could reasonably lead to the identification of a client, research participant, supervisee, or other person with whom they have a confidential relationship unless they have obtained the prior written consent of the client, research participant, supervisee, or other person with whom they have a confidential relationship. Information may be shared only to the extent necessary to achieve the purposes of the consultation.

STANDARD III: PROFESSIONAL COMPETENCE AND INTEGRITY

Marriage and family therapists maintain high standards of professional competence and integrity.

3.1 Maintenance of Competency.
Marriage and family therapists pursue knowledge of new developments and maintain their competence in marriage and family therapy through education, training, and/or supervised experience.

3.2 Knowledge of Regulatory Standards.
Marriage and family therapists pursue appropriate consultation and training to ensure adequate knowledge of and adherence to applicable laws, ethics, and professional standards.

3.3 Seek Assistance.
Marriage and family therapists seek appropriate professional assistance for issues that may impair work performance or clinical judgment.

3.4 Conflicts of Interest.
Marriage and family therapists do not provide services that create a conflict of interest that may impair work performance or clinical judgment.

3.5 Maintenance of Records.
Marriage and family therapists maintain accurate and adequate clinical and financial records in accordance with applicable law.

3.6 Development of New Skills.
While developing new skills in specialty areas, marriage and family therapists take steps to ensure the competence of their work and to protect clients from possible harm. Marriage and family therapists practice in specialty areas new to them only after appropriate education, training, and/or supervised experience.

3.7 Harassment.
Marriage and family therapists do not engage in sexual or other forms of harassment of clients, students, trainees, supervisees, employees, colleagues, or research subjects.

3.8 Exploitation.
Marriage and family therapists do not engage in the exploitation of clients, students, trainees, supervisees, employees, colleagues, or research subjects.

3.9 Gifts.
Marriage and family therapists attend to cultural norms when considering whether to accept gifts from or give gifts to clients. Marriage and family therapists consider the potential effects that receiving or giving gifts may have on clients and on the integrity and efficacy of the therapeutic relationship.

3.10 Scope of Competence.
Marriage and family therapists do not diagnose, treat, or advise on problems outside the recognized boundaries of their competencies.
3.11 Public Statements.
Marriage and family therapists, because of their ability to influence and alter the lives of others, exercise special care when making public their professional recommendations and opinions through testimony or other public statements.

3.12 Professional Misconduct.
Marriage and family therapists may be in violation of this Code and subject to termination of membership or other appropriate action if they: (a) are convicted of any felony; (b) are convicted of a misdemeanor related to their qualifications or functions; (c) engage in conduct which could lead to conviction of a felony, or a misdemeanor related to their qualifications or functions; (d) are expelled from or disciplined by other professional organizations; (e) have their licenses or certificates suspended or revoked or are otherwise disciplined by regulatory bodies; (f) continue to practice marriage and family therapy while no longer competent to do so because they are impaired by physical or mental causes or the abuse of alcohol or other substances; or (g) fail to cooperate with the Association at any point from the inception of an ethical complaint through the completion of all proceedings regarding that complaint.

STANDARD IV: RESPONSIBILITY TO STUDENTS AND SUPERVISEES
Marriage and family therapists do not exploit the trust and dependency of students and supervisees.
4.1 Exploitation.
Marriage and family therapists who are in a supervisory role are aware of their influential positions with respect to students and supervisees, and they avoid exploiting the trust and dependency of such persons. Therapists, therefore, make every effort to avoid conditions and multiple relationships that could impair professional objectivity or increase the risk of exploitation. When the risk of impairment or exploitation exists due to conditions or multiple roles, therapists take appropriate precautions.

4.2 Therapy with Students or Supervisees.
Marriage and family therapists do not provide therapy to current students or supervisees.

4.3 Sexual Intimacy with Students or Supervisees.
Marriage and family therapists do not engage in sexual intimacy with students or supervisees during the evaluative or training relationship between the therapist and student or supervisee.

4.4 Oversight of Supervisee Competence.
Marriage and family therapists do not permit students or supervisees to perform or to hold themselves out as competent to perform professional services beyond their training, level of experience, and competence.

4.5 Oversight of Supervisee Professionalism.
Marriage and family therapists take reasonable measures to ensure that services provided by supervisees are professional.
4.6 Existing Relationship with Students or Supervisees
Marriage and family therapists are aware of their influential positions with respect to supervisees, and they avoid exploiting the trust and dependency of such persons. Supervisors, therefore, make every effort to avoid conditions and multiple relationships with supervisees that could impair professional judgment or increase the risk of exploitation. Examples of such relationships include, but are not limited to, business or close personal relationships with supervisees or the supervisee’s immediate family. When the risk of impairment or exploitation exists due to conditions or multiple roles, supervisors document the appropriate precautions taken.

4.7 Confidentiality with Supervisees.
Marriage and family therapists do not disclose supervisee confidences except by written authorization or waiver, or when mandated or permitted by law. In educational or training settings where there are multiple supervisors, disclosures are permitted only to other professional colleagues, administrators, or employers who share responsibility for training of the supervisee. Verbal authorization will not be sufficient except in emergency situations, unless prohibited by law.

4.8 Payment for Supervision.
Marriage and family therapists providing clinical supervision shall not enter into financial arrangements with supervisees through deceptive or exploitative practices, nor shall marriage and family therapists providing clinical supervision exert undue influence over supervisees when establishing supervision fees. Marriage and family therapists shall also not engage in other exploitative practices of supervisees.

STANDARD V: RESEARCH AND PUBLICATION
Marriage and family therapists respect the dignity and protect the welfare of research participants, and are aware of applicable laws, regulations, and professional standards governing the conduct of research.

5.1 Institutional Approval.
When institutional approval is required, marriage and family therapists submit accurate information about their research proposals and obtain appropriate approval prior to conducting the research.

5.2 Protection of Research Participants.
Marriage and family therapists are responsible for making careful examinations of ethical acceptability in planning research. To the extent that services to research participants may be compromised by participation in research, marriage and family therapists seek the ethical advice of qualified professionals not directly involved in the investigation and observe safeguards to protect the rights of research participants.

5.3 Informed Consent to Research.
Marriage and family therapists inform participants about the purpose of the research, expected length, and research procedures. They also inform participants of the aspects of the research that might reasonably be expected to influence willingness to participate such as potential risks, discomforts, or adverse effects. Marriage and family therapists are especially sensitive to the possibility of diminished consent when participants are also receiving clinical services, or have impairments which limit understanding and/or communication, or when participants are children. Marriage and family therapists inform participants about any potential research benefits, the limits of confidentiality, and whom to contact concerning questions about the research and their rights as research participants.

5.4 Right to Decline or Withdraw Participation.
Marriage and family therapists respect each participant’s freedom to decline participation in or to withdraw from a research study at any time. This obligation requires special thought and consideration when investigators or other members of the research team are in positions of authority or influence over participants. Marriage and family therapists, therefore, make every effort to avoid multiple relationships with research participants that could impair professional judgment or increase the risk of exploitation. When offering inducements for research participation, marriage and family therapists make reasonable efforts to avoid offering inappropriate or excessive inducements when such inducements are likely to coerce participation.

5.5 Confidentiality of Research Data.
Information obtained about a research participant during the course of an investigation is confidential unless there is a waiver previously obtained in writing. When the possibility exists that others, including family members, may obtain access to such information, this possibility, together with the plan for protecting confidentiality, is explained as part of the procedure for obtaining informed consent.

5.6 Publication.
Marriage and family therapists do not fabricate research results. Marriage and family therapists disclose potential conflicts of interest and take authorship credit only for work they have performed or to which they have contributed. Publication credits accurately reflect the relative contributions of the individual involved.

5.7 Authorship of Student Work.
Marriage and family therapists do not accept or require authorship credit for a publication based from student’s research, unless the marriage and family therapist made a substantial contribution beyond being a faculty advisor or research committee member. Co-authorship on student research should be determined in accordance with principles of fairness and justice.

5.8 Plagiarism.
Marriage and family therapists who are the authors of books or other materials that are published or distributed do not plagiarize or fail to cite persons to whom credit for original ideas or work is due.
5.9 Accuracy in Publication.
Marriage and family therapists who are authors of books or other materials published or distributed by an organization take reasonable precautions to ensure that the published materials are accurate and factual.

STANDARD VI: TECHNOLOGY-ASSISTED PROFESSIONAL SERVICES

Therapy, supervision, and other professional services engaged in by marriage and family therapists take place over an increasing number of technological platforms. There are great benefits and responsibilities inherent in both the traditional therapeutic and supervision contexts, as well as in the utilization of technologically-assisted professional services. This standard addresses basic ethical requirements of offering therapy, supervision, and related professional services using electronic means.

6.1 Technology Assisted Services.
Prior to commencing therapy or supervision services through electronic means (including but not limited to phone and Internet), marriage and family therapists ensure that they are compliant with all relevant laws for the delivery of such services. Additionally, marriage and family therapists must: (a) determine that technologically-assisted services or supervision are appropriate for clients or supervisees, considering professional, intellectual, emotional, and physical needs; (b) inform clients or supervisees of the potential risks and benefits associated with technologically-assisted services; (c) ensure the security of their communication medium; and (d) only commence electronic therapy or supervision after appropriate education, training, or supervised experience using the relevant technology.

6.2 Consent to Treat or Supervise.
Clients and supervisees, whether contracting for services as individuals, dyads, families, or groups, must be made aware of the risks and responsibilities associated with technology-assisted services. Therapists are to advise clients and supervisees in writing of these risks, and of both the therapist’s and clients’/supervisees’ responsibilities for minimizing such risks.

6.3 Confidentiality and Professional Responsibilities.
It is the therapist’s or supervisor’s responsibility to choose technological platforms that adhere to standards of best practices related to confidentiality and quality of services, and that meet applicable laws. Clients and supervisees are to be made aware in writing of the limitations and protections offered by the therapist’s or supervisor’s technology.

6.4 Technology and Documentation.
Therapists and supervisors are to ensure that all documentation containing identifying or otherwise sensitive information which is electronically stored and/or transferred is done using technology that adhere to standards of best practices related to confidentiality and quality of services, and that meet applicable laws. Clients and supervisees are to be made aware in writing of the limitations and protections offered by the therapist’s or supervisor’s technology.
6.5 Location of Services and Practice.
Therapists and supervisors follow all applicable laws regarding location of practice and services, and do not use technologically assisted means for practicing outside of their allowed jurisdictions.

6.6 Training and Use of Current Technology.
Marriage and family therapists ensure that they are well trained and competent in the use of all chosen technology-assisted professional services. Careful choices of audio, video, and other options are made in order to optimize quality and security of services, and to adhere to standards of best practices for technology-assisted services. Furthermore, such choices of technology are to be suitably advanced and current so as to best serve the professional needs of clients and supervisees.

**STANDARD VII: PROFESSIONAL EVALUATIONS**

*Marriage and family therapists aspire to the highest of standards in providing testimony in various contexts within the legal system.*

7.1 Performance of Forensic Services.
Marriage and family therapists may perform forensic services which may include interviews, consultations, evaluations, reports, and assessments both formal and informal, in keeping with applicable laws and competencies.

7.2 Testimony in Legal Proceedings
Marriage and family therapists who provide expert or fact witness testimony in legal proceedings avoid misleading judgments, base conclusions and opinions on appropriate data, and avoid inaccuracies insofar as possible. When offering testimony, as marriage and family therapy experts, they shall strive to be accurate, objective, fair, and independent.

7.3 Competence.
Marriage and family therapists demonstrate competence via education and experience in providing testimony in legal systems.

7.4 Informed Consent.
Marriage and family therapists provide written notice and make reasonable efforts to obtain written consents of persons who are the subject(s) of evaluations and inform clients about the evaluation process, use of information and recommendations, financial arrangements, and the role of the therapist within the legal system.

7.5 Avoiding Conflicts.
Clear distinctions are made between therapy and evaluations. Marriage and family therapists avoid conflict in roles in legal proceedings wherever possible and disclose potential conflicts. As therapy begins, marriage and family therapists clarify roles and the extent of confidentiality when legal systems are involved.
7.6 Avoiding Dual Roles. 
Marriage and family therapists avoid providing therapy to clients for whom the therapist has provided a forensic evaluation and avoid providing evaluations for those who are clients, unless otherwise mandated by legal systems.

7.7 Separation of Custody Evaluation from Therapy. 
Marriage and family therapists avoid conflicts of interest in treating minors or adults involved in custody or visitation actions by not performing evaluations for custody, residence, or visitation of the minor. Marriage and family therapists who treat minors may provide the court or mental health professional performing the evaluation with information about the minor from the marriage and family therapist’s perspective as a treating marriage and family therapist, so long as the marriage and family therapist obtains appropriate consents to release information.

7.8 Professional Opinions. 
Marriage and family therapists who provide forensic evaluations avoid offering professional opinions about persons they have not directly interviewed. Marriage and family therapists declare the limits of their competencies and information.

7.9 Changes in Service. 
Clients are informed if changes in the role of provision of services of marriage and family therapy occur and/or are mandated by a legal system.

7.10 Familiarity with Rules. 
Marriage and family therapists who provide forensic evaluations are familiar with judicial and/or administrative rules prescribing their roles.

STANDARD VIII: FINANCIAL ARRANGEMENTS
Marriage and family therapists make financial arrangements with clients, third-party payors, and supervisees that are reasonably understandable and conform to accepted professional practices.

8.1 Financial Integrity. 
Marriage and family therapists do not offer or accept kickbacks, rebates, bonuses, or other remuneration for referrals. Fee-for-service arrangements are not prohibited.

8.2 Disclosure of Financial Policies. 
Prior to entering into the therapeutic or supervisory relationship, marriage and family therapists clearly disclose and explain to clients and supervisees: (a) all financial arrangements and fees related to professional services, including charges for canceled or missed appointments; (b) the use of collection agencies or legal measures for nonpayment; and (c) the procedure for obtaining payment from the client, to the extent allowed by law, if payment is denied by the third-party payor. Once services have begun, therapists provide reasonable notice of any changes in fees or other charges.
8.3 Notice of Payment Recovery Procedures.
Marriage and family therapists give reasonable notice to clients with unpaid balances of their intent to seek collection by agency or legal recourse. When such action is taken, therapists will not disclose clinical information.

8.4 Truthful Representation of Services.
Marriage and family therapists represent facts truthfully to clients, third-party payors, and supervisees regarding services rendered.

8.5 Bartering.
Marriage and family therapists ordinarily refrain from accepting goods and services from clients in return for services rendered. Bartering for professional services may be conducted only if: (a) the supervisee or client requests it; (b) the relationship is not exploitative; (c) the professional relationship is not distorted; and (d) a clear written contract is established.

8.6 Withholding Records for Non-Payment.
Marriage and family therapists may not withhold records under their immediate control that are requested and needed for a client’s treatment solely because payment has not been received for past services, except as otherwise provided by law.

**STANDARD IX: ADVERTISING**

*Marriage and family therapists engage in appropriate informational activities, including those that enable the public, referral sources, or others to choose professional services on an informed basis.*

9.1 Accurate Professional Representation.
Marriage and family therapists accurately represent their competencies, education, training, and experience relevant to their practice of marriage and family therapy in accordance with applicable law.

9.2 Promotional Materials.
Marriage and family therapists ensure that advertisements and publications in any media are true, accurate, and in accordance with applicable law.

9.3 Professional Affiliations.
Marriage and family therapists do not hold themselves out as being partners or associates of a firm if they are not.

9.4 Professional Identification.
Marriage and family therapists do not use any professional identification (such as a business card, office sign, letterhead, Internet, or telephone or association directory listing) if it includes a statement or claim that is false, fraudulent, misleading, or deceptive.
9.5 Educational Credentials.
Marriage and family therapists claim degrees for their clinical services only if those degrees demonstrate training and education in marriage and family therapy or related fields.

9.6 Employee or Supervisee Qualifications.
Marriage and family therapists make certain that the qualifications of their employees and supervisees are represented in a manner that is true, accurate, and in accordance with applicable law.

9.7 Specialization.
Marriage and family therapists represent themselves as providing specialized services only after taking reasonable steps to ensure the competence of their work and to protect clients, supervisees, and others from harm.

9.8 Correction of Misinformation.
Marriage and family therapists correct, wherever possible, false, misleading, or inaccurate information and representations made by others concerning the therapist's qualifications, services, or products.

AAMFT Code of Ethics
Legal and Ethics Consultations

Your membership in AAMFT allows you access to various member benefits, including consultations with AAMFT’s legal and ethics staff. All members of AAMFT are eligible to receive Ethical Advisory Opinions. Members in the following AAMFT membership categories are eligible for Legal Consultations: Pre-Allied Mental Health Professional Members, Allied Mental Professional Members, Pre-Clinical Fellow, and Clinical Fellow.

Ethics Complaint Process
The AAMFT Ethics Committee has the ability to investigate complaints against AAMFT members for alleged violations of the AAMFT Code of Ethics.
Appendix L – Internship Evaluation

Internship Evaluation for the Marriage and Family Therapy Doctoral Program
Department of Human Development and Family Science

Name of the student intern: 
Name of Site: 

Approved Supervisor: 
Number of hours intern works per week: 

Clinical: ________
Research: ________
Administrative: ________
Other: ________

Please provide a statement of your overall evaluation of the intern over the time period noted above (include both areas of strengths and concerns). As part of your assessment, please comment on student’s knowledge and skills level related to social justice and providing culturally responsive and attuned therapy.

AAMFT Core Competencies
In the area below rate the student’s competency with each activity on a scale of 1 (not competent) to 5 (very competent). A score of 3 or higher shows competency while a 2 or below would indicate room for improvement.

<p>| COMPETENCY | | |
|-------------|-------------|
| 1. Admission to Treatment | | |
| Executive Skills | | |
| Complete an intake/diagnostic assessment | | |
| Determine who should attend therapy and in what configuration | | |
| Facilitate therapeutic involvement of all necessary participants in treatment | | |
| Explain practice setting rules, fees, rights, and responsibilities of each party, including privacy, confidentiality, policies, and duty to care, to client or legal guardian | | |
| Obtain informed consent to treatment from all responsible parties | | |
| Establish and maintain appropriate and productive therapeutic alliances with clients | | |
| Solicit and use client feedback throughout the therapeutic process | | |
| Develop and maintain collaborative working relationships with referral resources, other practitioners, and payers. | | |</p>
<table>
<thead>
<tr>
<th>Manage session interactions with individuals, couples, groups and families</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop a workable therapeutic contract/plan with clients</td>
</tr>
<tr>
<td>Evaluative Skills</td>
</tr>
<tr>
<td>Evaluate case for appropriateness for treatment within professional scope of practice and competence</td>
</tr>
<tr>
<td>Evaluate intake policies and procedures for completeness and contextual relevance</td>
</tr>
<tr>
<td>Evaluate case appropriateness for telehealth services, if applicable.</td>
</tr>
<tr>
<td>Professional Skills</td>
</tr>
<tr>
<td>Understand the legal requirements and limitations for working with vulnerable populations</td>
</tr>
<tr>
<td>Collaborate effectively with clients and other professionals</td>
</tr>
<tr>
<td>Complete case documentation in a timely manner and in accordance with relevant laws and policies</td>
</tr>
<tr>
<td>Develop, establish, and maintain policies for fees, payment, record keeping, and confidentiality</td>
</tr>
<tr>
<td>Draft documents required for treatment, including informed consent, release of information, and intake forms</td>
</tr>
<tr>
<td>Comments</td>
</tr>
</tbody>
</table>

### 2. Clinical Assessment and Diagnosis

**Perceptual Skills**

- Determine the person or system that is the focus of treatment
- Assess each client’s engagement in the change process
- Systemically integrate client report, observations of client behaviors, client relationship patterns, reports from other professionals, results from testing procedures, and interactions with client to guide the assessment process
- Develop hypotheses regarding relationship patterns, their bearing on the presenting problem, and the influence of extra-therapeutic factors on client systems
- Consider the influence of treatment on extra-therapeutic relationships
- Consider physical/organic problems that can cause or exacerbate emotional/interpersonal symptoms

**Executive Skills**

- Diagnose and assess client problems systemically and contextually
- Engage with multiple persons and manage multiple levels of information throughout the therapeutic process
- Provide assessments and deliver developmentally appropriate services to clients
- Apply effective and systemic interviewing techniques and strategies
- Administer and interpret results of assessment instruments
<table>
<thead>
<tr>
<th>Screen and develop adequate safety plans for substance abuse, child and elder maltreatment, domestic violence, physical violence, suicide potential, and dangerousness to self and others</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assess family history and dynamics using a genogram or other assessment instruments</td>
</tr>
<tr>
<td>Elicit a relevant and accurate biopsychosocial history to understand the context of the clients’ problems</td>
</tr>
<tr>
<td>Make accurate behavioral and relational health diagnoses</td>
</tr>
<tr>
<td>Identify clients’ strengths, resilience, and resources</td>
</tr>
<tr>
<td>Elucidate presenting problem from the perspective of each member of the therapeutic system</td>
</tr>
<tr>
<td>Communicate diagnostic information so clients understand its relationship to treatment goals and outcomes</td>
</tr>
<tr>
<td>Professional Skills</td>
</tr>
<tr>
<td>Utilize consultation and supervision effectively</td>
</tr>
<tr>
<td>Comments</td>
</tr>
</tbody>
</table>

### 3. Treatment Planning and Case Management

#### Perceptual Skills
Integrate client feedback, assessment, contextual information, and diagnosis with treatment goals and plan

#### Executive Skills
Develop, with client input, measurable outcomes, treatment goals, treatment plans, and after-care plans utilizing a systemic perspective

Prioritize treatment goals

Develop a clear plan of how sessions will be conducted

Structure treatment to meet clients’ needs and to facilitate systemic change

Manage progression of therapy toward treatment goals

Manage risks, crises, and emergencies

Work collaboratively with other stakeholders, including family members and professionals not present

Assist clients in obtaining needed care while navigating complex systems of care

Develop termination and after-care plans

#### Professional Skills
Advocate for clients in obtaining quality care, appropriate resources, and services in their community

Participate in case-related forensic and legal processes

Write plans and complete other case documentation in accordance with practice setting policies, professional standards, and state laws

Utilize time management skills in therapy sessions and other professional meetings

Comments
### 4. Therapeutic Interventions

**Perceptual Skills**
- Recognize how different techniques may impact the treatment process
- Distinguish differences between content and process issues, their role in therapy, and their potential impact on therapeutic outcomes

**Executive Skills**
- Identify treatment most likely to benefit clients for presenting clinical problem or diagnosis
- Match treatment modalities and techniques to clients’ needs, goals, and values
- Deliver interventions in a way that is sensitive to special needs of clients
- Reframe problems and recursive interaction patterns
- Generate relational questions and reflexive comments in therapy
- Engage each family member in the treatment process as appropriate
- Facilitate clients developing and integrating solutions to problems
- Defuse intense and chaotic situations to enhance the safety of all participants
- Empower clients to establish effective familial organization, familial structures, and relationships with larger systems
- Provide psychoeducation to families whose members have serious mental illness or other disorders
- Modify interventions that are not working to better fit treatment goals
- Move to constructive termination when treatment goals have been accomplished
- Integrate supervision/team communications into treatment

**Professional Skills**
- Respect multiple perspectives
- Set appropriate boundaries and manage issues of triangulation
- Articulate rationales for interventions related to treatment goals and plan, assessment information, and systemic understanding of clients’ context and dynamics
- Utilize and successfully implement interventions appropriate for telehealth, when applicable.

### 5. Legal Issues, Ethics, and Standards

**Perceptual Skills**
- Recognize situations in which ethics, laws, professional liability, and standards of practice apply
- Recognize ethical dilemmas in practice setting
- Recognize when a legal consultation is necessary
Recognize when clinical supervision or consultation is necessary
Recognize when telehealth services are no longer appropriate due to issues of confidentiality, safety, etc.
Executive Skills
Monitor issues related to ethics, laws, regulations, and professional standards
Develop policies, procedures, and forms consistent with standards of practice to protect client confidentiality and to comply with relevant laws and regulations
Inform clients and legal guardians of limitations to confidentiality and parameters of mandatory reporting
Develop safety plan for clients who present with potential self-harm, suicide, abuse, or violence
Take appropriate action when ethical and legal dilemmas emerge
Report information to appropriate authorities as required by law
Practice within defined scope of practice and competence
Obtain knowledge of advances and theory regarding effective clinical practice
Obtain license and specialty credentials
Implement a personal program to maintain professional competence

Comments

Signatures:
Supervisor(s): ________________________________ Date: ________________________________
Intern: ________________________________ Date: ________________________________

Please return this form to at your earliest convenience: CATHERINE.FLOYD@uga.edu

On behalf of the MFT faculty at UGA, we are especially grateful for all that you do for our student and for this collaboration. Please do not hesitate to contact me directly if you would like to share more information, have any concerns or comments, or simply to just touch base.

I appreciate your time.

Sincerely,

Elizabeth Wieling, Ph.D., LMFT
Professor and Director of Human Development and Family Science/Marriage and Family Therapy
Appendix M – Time2Track Hours Example
## Appendix N – Program Exit Interview

Graduates will be asked the following forced-choice questions.

<table>
<thead>
<tr>
<th>My education prepared me to:</th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Agree</th>
<th>Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Developing advanced culturally responsive and ethical clinical knowledge and skills in family therapy practice and supervision</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Gaining multi-method research skills that focus on individuals, couples, and families</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Building foundational pedagogical grounding and effective teaching skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Becoming engaged in ecologically relevant translational science, prevention, and clinical intervention scholarship focused on social justice.</td>
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</tbody>
</table>

The MFT Faculty was:

- engaged in research relevant to MFT
- demonstrated effective teaching abilities
- purposeful in addressing issues of diversity throughout the program (in class, practicum, research group, etc.)

Graduates will be asked the following open-ended questions.

- What was your overall experience like in the MFT program?
- What is the MFT program doing well that should be continued?
- In what areas can the MFT program make improvements to ensure students have a high-quality educational experience?
- What do you wish you had known coming into the program?
- Are there experiences you wish you hadn’t had or had less of?
• How would you describe the mentorship you received specific to the MFT program?
• Please say something about how prepared you feel you are to embark on your chosen career.
• Anything else you would like to share about your experiences in the MFT program/HDFS department?
Appendix O – Annual MFT Student Evaluations

Student name:  
Cohort Year:

The MFT Faculty met as a group on _________, to discuss your annual self-evaluation materials, your overall interactions with MFT faculty over the academic year, and the results of all faculty feedback provided on the course rubric forms. The information below indicates your progress in meeting program and faculty expectations according to the MFT program’s educational outcomes and the AAMFT Core Competencies.

<table>
<thead>
<tr>
<th>Program goals:</th>
<th>Does not Meet Expectations</th>
<th>Meets Expectations</th>
<th>Exceeds Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student is: 1. Developing advanced culturally responsive and ethical clinical knowledge and skills in family therapy practice and supervision</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Gaining multi-method research skills that focus on individuals, couples, and families</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Building foundational pedagogical grounding and effective teaching skills</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Becoming engaged in ecologically relevant translational science, prevention, and clinical intervention research focused on social justice.</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

AAMFT CORE Competencies Statement

☐ Student is at an appropriate level of achievement for the majority of the core competencies.

☐ Student and/or faculty have identified areas of growth pertaining to one or more of the core competencies.

Overall Assessment:

Strength Areas:

Growth Areas:

Program Director Signature                                  Date
# Appendix P – Curriculum for MFT Students

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Fall</th>
<th>Credits</th>
<th>Spring</th>
<th>Credits</th>
<th>Summer</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8050 Mechanisms of Change (MFT #1)</td>
<td>3</td>
<td>8710 Adv Human Development Theory</td>
<td>3</td>
<td>9070 MFT Practicum</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>7170 Quant I</td>
<td>3</td>
<td>8800 Adv Research Methods</td>
<td>3</td>
<td>Assistantship hours</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>8910 Professional seminar</td>
<td>2</td>
<td>8910 Professional Seminar</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>9000 Research practicum</td>
<td>1</td>
<td>9000 Research Practicum</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>9070 MFT Practicum</td>
<td>3</td>
<td>8810 Qualitative Methods</td>
<td>3</td>
<td>9070 MFT Practicum</td>
<td>3</td>
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<td></td>
<td>Total</td>
<td>12</td>
<td>Total</td>
<td>15</td>
<td>Total</td>
<td>9</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2</th>
<th>Fall</th>
<th>Credits</th>
<th>Spring</th>
<th>Credits</th>
<th>Summer</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8720 Diversity (MFT #2)</td>
<td>3</td>
<td>Quant/Qual Elective</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Quant/Qual Elective</td>
<td>3</td>
<td>8060 Contemporary Family Therapy (MFT #3)</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>9070 MFT Practicum</td>
<td>3</td>
<td>8910 Professional Seminar</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>8910 Professional Seminar</td>
<td>1</td>
<td>9000 Research Practicum</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>9000 Research Practicum</td>
<td>2</td>
<td>Assistantship hours</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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<th>Year 3</th>
<th>Fall</th>
<th>Credits</th>
<th>Spring</th>
<th>Credits</th>
<th>Summer</th>
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<td>Quant/Qual Elective</td>
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<td>Quant/Qual Elective</td>
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<td></td>
<td>9080 Supervision Course</td>
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<td>9085 Supervision of Supervision (optional)</td>
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<td>Assistantship hours</td>
<td>6</td>
<td>8950 Global Mental Health (MFT #4)</td>
<td>3</td>
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<td>Year 4</td>
<td>Fall</td>
<td>Credits</td>
<td>Spring</td>
<td>Credits</td>
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<td>Dissertazione hours</td>
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<td>Assistantship hours</td>
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<td>Assistantship hours</td>
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</tr>
<tr>
<td>Clinical Internship (HDFS 9010 or 9020 - up to 6 credits)</td>
<td>3</td>
<td>Clinical Internship (HDFS 9010 or 9020 - up to 6 credits)</td>
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<td><strong>Total</strong></td>
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<td><strong>Total</strong></td>
<td><strong>12</strong></td>
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</table>

*Course under development. MFTs can substitute this course with approval from the Program Director.

**MFT Clinical Content Courses:**

**HDFS 8720 Diversity (MFT #1)** – Fall odd years (2021) Bermúdez

(+ version 12.5 emphasis: understanding and demonstrated sensitivity to and awareness of how issues of diversity in terms of culture, gender, sexual orientation, age, SES, etc. play a role in their choice of research topics and their conduct of research activities; cross-cultural, and multicultural issues in MFT professional roles, responsibilities, practices, and applications to other contemporary problems. This area also includes a focus on family policy and/or family law.

**HDFS 8050: Mechanisms of change (MFT #2)** – Spring Odd Years (Spring 2021) Seponski

(+ version 12.5 topics: theoretical complexity of change within relationships and how this complexity informs research; demonstrating an advanced understanding and application of multiple family and couple models and empirically-supported interventions; couple and sex therapy)
HDFS 8060: Contemporary Family Therapy (MFT #3) – Spring Odd Years (Spring 2021) TBD

(Students will learn about postmodern theories and postmodern approaches for viewing individual and family identity development within relational and socio/political/spiritual contexts, as well as practices of intervention within socio/political/spiritual contexts. We will examine the construction of identity across the lifespan. Clinical approaches that will be examined include narrative therapy, solution focused therapy, and collaborative language systems.)

HDFS 8950 Global Mental Health (MFT #4) – Spring Odd Years (Spring 2021) Wieling

(New Course: Includes version 12 topics related to systemic applications to contemporary challenges; controversial moral and advanced ethical dilemmas, international. Focus will be on global mental health interventions and translational sciences – specific emphasis on working with historically oppressed communities)

HDFS 9070 – Clinical Practicum (minimum of 9 credits) – various MFT faculty

Will include systematic integration of clinical topics (e.g., traumatic stress, clinical pedagogy, cultural responsiveness, MedFT, Meditation, diversity, EBTs, etc.) into practicum. The supervisor will structure this content to be equivalent to a 1 credit/15 hours of content.

HDFS 9080 – Clinical Supervision – Every other year (Fall 2020) – Bermúdez and Gonyea

Notes: Additional version 12 areas that will need to be integrated in practicum and supervision courses:
- **ACA-2**: Skill in working with diverse populations across the lifespan through direct clinical work or in supervision of the therapy of others.
- **ACA-4**: This area facilitates the development of competencies in relational/systemic teaching, supervision, and/or MFT consultation. This may include educational/learning theories, relevant research, multicultural content, evaluation and assessment methods, ethics and professional issues, and personal philosophy. This area also addresses administrative competencies including program development and policy, leadership roles and evaluation of MFT educational and service oriented institutions and agencies. Students who intend to teach at the higher education level will develop and apply a teaching philosophy, as well as demonstrate the capacity to develop and apply course evaluation methods and Student Learning Outcomes. All students will demonstrate skills in clinical supervision. Students who have teaching opportunities in formal or informal settings will demonstrate
a sensitivity to issues of diversity in the material they teach, to the persons they are teaching, and in the ways in which information and correction is provided.
Appendix Q – Program Director Evaluation

We would like to know your experience with the program director for this year. Please rate how much you agree with the following statements.
(Response options: Strongly agree to disagree (1 to 5), and “I don’t know” option)
- Appropriately represents the MFT program at departmental and college functions.
- Attends the AAMFT national conference regularly and effectively recruits students to the program.
- Is available to meet with students to discuss program-related concerns.
- Provides effective leadership sufficient to meet the program’s stated learning outcomes.
- Conducts regular MFT faculty meetings.
- Is open to hearing differing opinions about the administration of the program.
- Understands and successfully implements COAMFTE accreditation guidelines.
- Communicates effectively with relevant stakeholders (Communities of Interest) about program business.
- Is a good professional role model
- Demonstrates innovation in trying to meet the MFT program goals
- Actively supports the development of a safer environment for a diverse student body.

What is the program director doing effectively?

__________________________

What would you like to see the program director do differently?

__________________________
## Appendix R – MFT Portfolio Evaluation Rubric

### Domain 1: Research

<table>
<thead>
<tr>
<th>SLOs</th>
<th>Item</th>
<th>Required documentation</th>
<th>Below expectations</th>
<th>Meets expectations</th>
<th>Exceeds expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>1(a) One first-authored article in a peer-reviewed journal.</td>
<td>See HDFS Doctoral Handbook</td>
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<tr>
<td>3.2</td>
<td>1(b) Four presentations at meetings of national/international academic/professional organizations, you must be single author or first author for at least two. If, because of your field, it is not possible to make the required number of national/international presentations, two state or regional presentations (e.g. Quint State) can be substituted for one of the national/international presentations.</td>
<td>See HDFS Doctoral Handbook</td>
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<tr>
<td>4.1</td>
<td>1(c) *MFT students will have authorship on at least one paper or conference presentation demonstrate sophistication in addressing clinical social justice issues.</td>
<td>Notification of acceptance from the conference or journal.</td>
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<tr>
<td>2.3</td>
<td>1(d) *MFT students will have had experience with grant writing. Students can apply for a real, external grant either independently or collaboratively OR have written a hypothetical proposal that follows the format for an NIH grant proposal (or equivalent external grant mechanism).</td>
<td>Final approved internship plan; comprehensive exams; dissertation prospectus; final project for HDFS 8800.</td>
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</table>

### Domain 2: Teaching/Outreach
<table>
<thead>
<tr>
<th>SLOs</th>
<th>Item</th>
<th>Required documentation</th>
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</thead>
<tbody>
<tr>
<td>3.1</td>
<td>2(a)</td>
<td>“Professional level performance in teaching, outreach, or teaching/outreach. Document one of the following (all requirements related to these options must be met while in residence as a doctoral student in the department):</td>
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<tr>
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<td>a. Co-teach a course in the department [MFTs see 2(b)].</td>
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<td>b. Primary responsibility for a programmatic series of six to ten (6-10) presentations for local service agency. The scope, content, and number of presentations in the series must be approved in advance by the advisory committee.</td>
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<td></td>
<td></td>
<td>c. On-going (at least 40 contact hours) clinical/work/outreach in an institutional setting (e.g., hospital, school, service agency, etc.) with a specialized population.</td>
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<td></td>
<td>d. Significant involvement in research evaluation for a specific program, including creation of an evaluation report.</td>
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<td></td>
<td></td>
<td>e. Production of a significant document for outreach purposes or an outreach publication.”</td>
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<tr>
<td></td>
<td>f.</td>
<td>(MFT Students) Completion of at least 2 semesters of the applied supervision of supervision (HDFS 9085) that includes co-teaching the weekly practicum for the MSW ASPIRE interns.</td>
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<tr>
<td></td>
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<td>1) Append course syllabus;</td>
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<td></td>
<td>2) Student evaluations (numerical) and all written comments;</td>
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</tbody>
</table>
### Domain 3: Leadership & Service

<table>
<thead>
<tr>
<th>SLOs</th>
<th>Item</th>
<th>Required documentation</th>
<th>Below expectations</th>
<th>Meets expectations</th>
<th>Exceeds expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.2</td>
<td>3(a) Maintaining membership in a professional society beginning from the first year in the program.</td>
<td>See HDFS Doctoral Handbook</td>
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<td></td>
<td>*MFT students must maintain a membership of AAMFT from the beginning of their first year in residence. Students may opt to also maintain memberships with other organizations in addition to AAMFT, but memberships with other organizations cannot replace their AAMFT membership.</td>
<td>Proof of AAMFT membership</td>
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<tr>
<td>3(b)</td>
<td>Participation in leadership and/or professional activities: At least two of the following are required (other activities may be included if approved by the student’s advisory committee): i. Reviewing proposals for presentations at a conference or publications in a journal. j. Service on departmental, university, outreach, or professional organization committees. k. Membership on professional or service organization boards.</td>
<td>See HDFS Doctoral Handbook</td>
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</table>
l. Volunteer work at state, multistate, national or international conferences.
m. Election to office in a state, multistate, national, or international organization.
n. Appointment or election for committee involvement in state, multistate, national, or international organizations.
o. Moderation of a session at a state, multistate, national, or international meeting.
p. Significant involvement in the Graduate Student Organization.
Appointment or election to serve as a Graduate Student representative in programmatic planning.

*3(c) Participation in professional organizations that demonstrates a commitment to and understanding of social justice and diverse across professional domains. Examples include:
- Participation in or organizing a social justice-focused special interest group within a professional, departmental, or university organization (e.g., AAMFT Queer and Trans Advocacy Network)
- Participation in organizing a social justice-themed conference or other professional event (e.g., Athens Social Justice Symposium)
Participation in a professional or academic-focused program or course with a social justice focus (e.g., Academics for Black Survival and Wellness).

*Domain 4: Clinical
<table>
<thead>
<tr>
<th>SLOs</th>
<th>Item</th>
<th>Required documentation</th>
<th>Below expectations</th>
<th>Meets expectations</th>
<th>Exceeds expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>4(a) *Students will show that they have demonstrated clinical competence depending on the path to clinical competency that the student has chosen (in collaboration with their major professor or MFT committee member): &lt;br&gt; c. If the student has chosen path A or path B, which includes collecting 1000 clinical contact hours, the student will demonstrate that they are prepared to pursue LMFT licensure in Georgia, or another state.</td>
<td>Copy of the student’s license or documentation of the state’s licensing requirements; copy of approved Time2Track hours logs.</td>
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<td>d. If the student has chosen path B or C, which includes collecting 600 clinical contact hours and submission of a first-authored paper on a relational, clinical issue, students will demonstrate that they have completed their clinical contact hours, and that their clinical paper was accepted for publication.</td>
<td>Copy of approved Time2Track hours logs; proof of paper submission from the journal for their clinical paper.</td>
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<tr>
<td>1.3</td>
<td>4(b) *Students will demonstrate that they have completed their theory of therapy paper and presented their theory of therapy at an MFT program meeting.</td>
<td>Copy of the completed theory of therapy written rubric</td>
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</table>

* MFT student specific additional portfolio requirement
Appendix S - ASPIRE Client Satisfaction Survey

We would like to ask you about your experience receiving services at ASPIRE. Your responses on this brief survey will be used to ensure that clients continue to feel satisfied and to resolve any issues that are identified. Thank you for taking the time to complete this.

Please rate how much you agree with the following statements (options: strongly agree, agree, neutral, disagree, strongly disagree)

I feel understood by my therapist

I believe my therapist is skilled and capable

I feel respected by my therapist

I am satisfied with the services I am receiving

Feedback for my therapist: ______________
ASPIRE Encuesta de satisfacción del cliente

Les estamos pidiendo a nuestros clientes que por favor llenen esta encuesta en la tercera visita, cada diez consultas y en la consulta final.
Usando unas de las siguientes respuestas, ¿qué tan de acuerdo está usted con las siguientes oraciones? (Spanish options: totalmente de acuerdo, de acuerdo, ni en acuerdo ni en desacuerdo, en desacuerdo, totalmente en desacuerdo):

Siento que mi terapeuta me entiende

Me siento respetado/a/e por mi terapeuta

Creo que mi terapeuta es competente

Estoy satisfecho/a/e con mi consulta de hoy

Comentarios para mi terapeuta: ___________________
Appendix T – Student Support Services Survey

COAMFTE standards require a periodic evaluation of the University’s Student Support Services. Please rate your experiences using each of the student services below with 1 being “the service did not meet my needs” and 5 being “the service met my needs”, and N/A meaning you did not try to access that service at all.

<table>
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<tr>
<th>Service</th>
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<th>3</th>
<th>4</th>
<th>5</th>
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<td>Campus Security</td>
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<td>Career Center</td>
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<td>Disability Resource Center</td>
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<td>Food Services</td>
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<td>Housing Services</td>
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<td>LGBT Resource Center</td>
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<tr>
<td>Transportation and Parking Services</td>
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<tr>
<td>Student Consumer Information</td>
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<td>University Health Center</td>
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<td>University Testing Services</td>
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<tr>
<td>Veteran Resources</td>
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<td>Other: ______</td>
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<td>Other: ______</td>
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Please offer any additional comments or context for your above ratings or provide suggestions in the space below:
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## Appendix U – MFT Program Assessment Schedule

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Assessment Object</th>
<th>Assessment Subject</th>
<th>Time Frame</th>
<th>Form Location</th>
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<tbody>
<tr>
<td>Faculty Annual Report (self-report and meeting w/</td>
<td>Faculty</td>
<td>Faculty &amp; department head</td>
<td>Yearly – spring semester</td>
<td>HDFS Website: <a href="https://l-webserver-prod.fcs.uga.edu/hdfs/graduate-mft">https://l-webserver-prod.fcs.uga.edu/hdfs/graduate-mft</a></td>
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<tr>
<td>Department Head)</td>
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<tr>
<td>MFT Practicum Supervisor Evaluation</td>
<td>Faculty</td>
<td>Students</td>
<td>End of each semester of practicum – anonymous</td>
<td>MFT Handbook Appendix H</td>
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<tr>
<td></td>
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<td>Qualtrics survey</td>
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</tr>
<tr>
<td>MFT Program Director</td>
<td>Faculty</td>
<td>Students &amp; HDFS faculty</td>
<td>Even numbered years – end of spring semester</td>
<td>MFT Handbook Appendix Q</td>
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<td></td>
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<td>(2020, 2022)</td>
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<tr>
<td>Yearly HDFS student review</td>
<td>Students</td>
<td>HDFS faculty</td>
<td>Yearly – End of spring semester</td>
<td>HDFS Doctoral Student Handbook Appendix G: <a href="https://l-webserver-prod.fcs.uga.edu/hdfs/graduate">https://l-webserver-prod.fcs.uga.edu/hdfs/graduate</a></td>
</tr>
<tr>
<td>Annual MFT student clinical evaluation</td>
<td>Students</td>
<td>MFT Faculty</td>
<td>Yearly - End of spring semester</td>
<td>MFT Handbook Appendix O</td>
</tr>
<tr>
<td>Event</td>
<td>Type</td>
<td>Responsible Party</td>
<td>Frequency</td>
<td>Source</td>
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<td>-----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Yearly assistantship (GA, TA, RA) evaluation</td>
<td>Students</td>
<td>Assistantship supervisor</td>
<td>Every semester</td>
<td>HDFS Doctoral Student Handbook Appendix H: <a href="https://l-webserver-prod.fcs.uga.edu/hdfs/graduate">https://l-webserver-prod.fcs.uga.edu/hdfs/graduate</a></td>
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<td>MFT student self-evaluation</td>
<td>Students</td>
<td>Students</td>
<td>Every Spring</td>
<td>MFT Handbook Appendix A</td>
</tr>
<tr>
<td>Student clinical evaluations</td>
<td>Students</td>
<td>Practicum/Internship supervisor</td>
<td>Every semester of Practicum or Internship</td>
<td>MFT Handbook Appendices Ga through Gc</td>
</tr>
<tr>
<td>Student Support Services</td>
<td>Students</td>
<td>Students</td>
<td>Yearly – end of spring semester</td>
<td>MFT Handbook Appendix T</td>
</tr>
<tr>
<td>Educational outcomes compared against benchmarks</td>
<td>Program</td>
<td>Program Director &amp; MFT Faculty</td>
<td>Yearly – discussed during MFT Spring retreat and revised during the summer</td>
<td>MFT Handbook, section “MFT Educational Outcomes”</td>
</tr>
<tr>
<td>Review and revision of all educational outcomes</td>
<td>Program</td>
<td>Program Director &amp; MFT Faculty</td>
<td>Every 3 years 2020, 2023, etc., and during COAMFTE self-study preparation</td>
<td></td>
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<tr>
<td>Program Exit Interview</td>
<td>Program alumni</td>
<td>Program Director or Administrative</td>
<td>Every year within 6 months of graduation</td>
<td>MFT Handbook Appendix N</td>
</tr>
<tr>
<td>Personnel</td>
<td>Communities of Interest General Survey</td>
<td>Program</td>
<td>Community members</td>
<td>Every 2 years 2019, 2021, etc.</td>
</tr>
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<tr>
<td>Fiscal, Physical, &amp; Clinical Resources Review</td>
<td>Program</td>
<td>Students and MFT faculty</td>
<td>Yearly</td>
<td>Appendices Ga through Gc – Clinical Evaluation Forms; Appendix H – Clinical Supervisor Evaluation Form; Appendix L – Internship Evaluation; Appendix N – Program Exit Interview; Appendix Q – Program Director Evaluation.</td>
</tr>
<tr>
<td>Climate Survey</td>
<td>Program</td>
<td>Students and MFT faculty</td>
<td>Every Spring</td>
<td>Appendix Zb – MFT Student Climate Survey</td>
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</table>
# Appendix V – Internship Plan Proposal

## Name: ___________________________  Date: ________________

<table>
<thead>
<tr>
<th>Competency</th>
<th>Activities</th>
<th>Semester</th>
<th># of clock hours</th>
<th>Credit hours</th>
<th>Supervisor/Mentor</th>
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Student signature: ___________________________  Date: ________________  
Major Professor: ___________________________  Date: ________________  
Program Director: ___________________________  Date: ________________
# Appendix W – Internship Final Report Form

Name: ___________________________  Date: ___________________

<table>
<thead>
<tr>
<th>Competency</th>
<th>Activities</th>
<th>Semester</th>
<th>Brief Review/Report</th>
<th>Supervisor/Mentor</th>
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</tbody>
</table>

Student signature: ___________________________  Date: ___________________
Major Professor: ___________________________  Date: ___________________
Program Director: ___________________________  Date: ___________________
Appendix X – Completion and Request to Exit Practicum Form

Student name: ____________________________________  Date: __________________

I am submitting this form because I believe I have the requirements for formally completing my Practicum obligations in the MFT program at the University of Georgia.

Proposed last semester of Practicum: __________

I have completed at least 200 clinical contact hours OR I anticipate having completed at least 200 clinical contact hours at the ASPIRE clinic by the end of the proposed last semester of Practicum under faculty supervision:
YES NO

I have completed at least 12 months of Practicum, including one summer semester of Practicum:
YES NO

My practicum hours are as follows:
Individual: ________  Relational: ________  Alternative: ________  Total: __________
Total supervision hours: ________
Total hours obtained prior to beginning the program: ________

Student signature: _____________________________

MFT Program Director Statement:
The above-named student has met the criteria to fulfill the practicum requirements in the MFT program at the University of Georgia and has faculty approval to stop participating in practicum. It is expected that this student will remain clinically active and secure the appropriate supervision throughout their time in the program.
MFT Program Director Signature: _____________________________
Appendix Y – Course Substitution Form

Student name: _______________________ Date: ________________ Year in program: ______

Title and course code for the course to be substituted (i.e., UGA MFT program course):
______________________________________________________________________________
______________________________________________________________________________

Have you sent the syllabus for the course to the program director? ☐ Yes ☐ No

Title and course code for the course already taken (i.e., course taken at another institution/in another department):
______________________________________________________________________________
______________________________________________________________________________

Have you sent the syllabus for the course (the exact semester you completed it) to the program director? ☐ Yes ☐ No

Have you sent copies of your transcripts that show you have completed this course to the program director? ☐ Yes ☐ No

Student signature: ____________________________ Date: __________________

Major professor’s signature: ____________________________ Date: ______________

Faculty decision:
____________________________ (student) may use _______________________ (course) to serve as a substitution for the following course as a part of the UGA MFT doctoral program:
_____________________________________________________________________________.

____________________________ (student) may NOT use _______________________ (course) to serve as a substitution for courses in the UGA MFT doctoral program curriculum for the following reasons:
______________________________________________________________________________
______________________________________________________________________________
Program director’s signature: ________________________________ Date:______________

Major professor’s signature: ________________________________ Date:______________

Graduate coordinator signature: ______________________________ Date:______________
Appendix Za – Communities of Interest Survey

Start of Block: Introduction

Q2 Thank you for choosing to participate in our Communities of Interest Survey for the Doctoral Program in Marriage and Family Therapy at the University of Georgia. Communities of Interest are stakeholders whom we solicit feedback in the continual process of revising our program and curriculum to consider the needs and expectations of our field. This process is consistent with the best practices in accreditation and we sincerely value your opinion and honest feedback. The link to our program can be accessed at https://www.fcs.uga.edu/hdfs/graduate-mft

The survey should take under **ten minutes** to complete. If you have any questions, please feel free to contact Dr. Elizabeth Wieling at ewieling@uga.edu.

This survey is anonymous. Names or emails will not be recorded with survey responses.

Please complete this survey by September 3, 2021.

By clicking the ">>" button below you agree to voluntarily participate in this survey.

End of Block: Introduction

Start of Block: Block 1

Q1 What is your relationship to the University of Georgia's Marriage and Family Therapy Program?

☐ I am an alumni of the program. (1)

☐ I supervise a current student of the program. (2)

☐ I consider hiring students who graduate from the program. (3)

☐ I am the director of a COAMFTE accredited program. (4)

End of Block: Block 1

Start of Block: Current UGA Student Supervisor
Q3 Do you supervise more than one UGA MFT student?

- Yes  (1)
- No  (2)

Q35 What type of supervisory experience do you have?

- Clinical  (1)
- Research  (2)
- Administrative  (3)
- Hybrid, specifically:  (4) ________________________________________________

End of Block: Current UGA Student Supervisor

Start of Block: Current UGA Supervisor, Research, Administrative, Hybrid

Q36 How satisfied were you with the supervisee?

- Extremely unsatisfied  (1)
- Somewhat unsatisfied  (2)
- Satisfied  (3)
- Very satisfied  (4)
- Extremely satisfied  (5)

Q37 What would you like UGA to know about your experience supervising MFT students?

________________________________________________________________
________________________________________________________________
________________________________________________________________
Q38 How likely are you to consider supervising more UGA MFT students in the future?

- Extremely unlikely (1)
- Somewhat unlikely (2)
- Neither likely nor unlikely (3)
- Somewhat likely (4)
- Extremely likely (5)

End of Block: Current UGA Supervisor, Research, Administrative, Hybrid

Start of Block: Current UGA Supervisor, Clinical

Q4 Based on your supervisory experience with UGA MFT student(s) please rate the following statements:
UGA MFT students have competencies in/being:

<table>
<thead>
<tr>
<th></th>
<th>Strongly Disagree (1)</th>
<th>Disagree (2)</th>
<th>Somewhat disagree (3)</th>
<th>Neither agree nor disagree (4)</th>
<th>Somewhat agree (5)</th>
<th>Agree (6)</th>
<th>Strongly agree (7)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional therapists (1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completing intake/diagnostic assessments (2)</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Developing a treatment plan (3)</td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Managing their cases (4)</td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Using therapeutic interventions (5)</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Navigating legal and ethical issues (6)</td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Upholding workplace standards (7)</td>
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<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Q5 How likely are you to consider supervising more UGA MFT students in the future?

- [ ] Extremely likely (1)
- [ ] Somewhat likely (2)
- [ ] Neither likely nor unlikely (3)
- [ ] Somewhat unlikely (4)
- [ ] Extremely unlikely (5)
Q6 What would you like UGA to know about your experience supervising MFT students?

________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

End of Block: Current UGA Supervisor, Clinical

Start of Block: Potential Employers

Q29
Please answer the following questions based on your role as a potential employer of UGA MFT students.

Please indicate your level of agreement with the following statements. We would be interested in hiring someone who:

<table>
<thead>
<tr>
<th>Strongly Disagree</th>
<th>Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Is a competent MFT clinician. ()</td>
<td></td>
</tr>
<tr>
<td>----------------------------------</td>
<td>---</td>
</tr>
<tr>
<td>Has, or can, work clinically with a wide range of families and populations. ()</td>
<td></td>
</tr>
<tr>
<td>Meets the AAMFT approved supervisor requirements. ()</td>
<td></td>
</tr>
<tr>
<td>Is a knowledgeable consumer and producer of relationally oriented research that seeks to improve the health and well-being of individuals, couples, families, and societies. ()</td>
<td></td>
</tr>
<tr>
<td>Is prepared to independently teach at the university-level. ()</td>
<td></td>
</tr>
<tr>
<td>Is prepared to articulate the diverse social contexts that influence his/her work and the influence his/her work has on those diverse social contexts. ()</td>
<td></td>
</tr>
<tr>
<td>Is prepared to articulate the diverse social contexts that influence his/her/their work and the influence hi/her/their work has on those diverse social contexts. ()</td>
<td></td>
</tr>
</tbody>
</table>

Q30 What other attributes or skill sets are you looking for in a new hire that we have not mentioned here?

________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

End of Block: Potential Employers

Start of Block: COAMFTE Program Directors

Q31 Please answer the following questions based on your position as a COAMFTE accredited MFT program director.
Q32 What type of graduate program do you represent (please check all that apply)?

☐ Master's Program  (1)

☐ Doctoral Program  (2)

Q33 Please indicate your level of agreement with the following statements. We would be interested in hiring a potential faculty member who:

<table>
<thead>
<tr>
<th>Strongly Disagree</th>
<th>Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

- Is a competent MFT clinician. ()
- Has, or can, work clinically with a wide range of families and populations. ()
- Meets the AAMFT approved supervisor requirements. ()
- Click to write Choice 4 ()
- Click to write Choice 5 ()
- Click to write Choice 6 ()

Q34 What other attributes or skill sets are you looking for in a new faculty hire that we have not mentioned here?

________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
Q7 What is your current contact information (optional)?

- Name: (1) ________________________________________________
- Address: (2) ________________________________________________
- Address 2: (3) ________________________________________________
- City: (4) ________________________________________________
- State: (5) ________________________________________________
- Postal Code: (6) ________________________________________________
- Phone (Personal): (7) ________________________________________________
- Phone (Professional) (8) ________________________________________________
- Email Address: (9) ________________________________________________

Q8 I consent to allow the MFT Program to include my contact information in a list of graduates that is for MFT Program use only.

- Yes (1)
- No (2)

Q9 If you feel comfortable, please upload your most recent curriculum vitae (CV) or resume here. This helps us track your accomplishments, which is important to the program's accreditation reporting. Your CV/resume will not be distributed or used outside of this context.
Q10 Are you a clinical member of the AAMFT (American Association for Marriage and Family Therapy)?

☐ Yes  (1)

☐ No  (2)

Q11 Please list all of your professional memberships:

________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

Q12 Please list any professional organization offices you have held since graduating:

________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

Q13 Please list any professional licenses/certifications you have:

________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
Q14 Please list all of your current employment:

________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

Q15 How satisfied are you with your current employment?

<table>
<thead>
<tr>
<th>Very dissatisfied</th>
<th>Dissatisfied</th>
<th>Neutral</th>
<th>Satisfied</th>
<th>Very Satisfied</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

Satisfaction ()

Q16 How satisfied are you with the income from your employment?

<table>
<thead>
<tr>
<th>Very dissatisfied</th>
<th>Dissatisfied</th>
<th>Neutral</th>
<th>Satisfied</th>
<th>Very Satisfied</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

Satisfaction ()
Q17 When did you graduate from the University of Georgia's MFT Program?

- In the past two years. (1)
- Two or more years ago. (2)

Skip To: End of Block If When did you graduate from the University of Georgia's MFT Program? = Two or more years ago.

Q18 How satisfied are you with the MFT graduate education you received at the University of Georgia?

<table>
<thead>
<tr>
<th>Very Dissatisfied</th>
<th>Dissatisfied</th>
<th>Neutral</th>
<th>Satisfied</th>
<th>Very Satisfied</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
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</tbody>
</table>

Satisfaction ( )
Q19 While I was a student at the University of Georgia:  

<table>
<thead>
<tr>
<th></th>
<th>Yes (1)</th>
<th>No (2)</th>
<th>N/A (3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>I presented research at the local, state, or national level. (1)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>I served as a teaching assistant. (2)</td>
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<tr>
<td>Faculty regularly infused the language and content of diversity and social context into their instruction through lectures, discussions, or experiential activities. (3)</td>
<td></td>
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<tr>
<td>The academic support services were sufficient (e.g., library, writing lab, computer labs, counseling services, etc.). (4)</td>
<td></td>
<td></td>
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<tr>
<td>I understood that I was being trained as a scientist-practitioner in MFT. (5)</td>
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</tbody>
</table>
Q20 Upon graduating from the University of Georgia, I was:

<table>
<thead>
<tr>
<th>Statement</th>
<th>Strongly agree (1)</th>
<th>Somewhat agree (2)</th>
<th>Neither agree nor disagree (3)</th>
<th>Somewhat disagree (4)</th>
<th>Strongly disagree (5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledgeable consumer of relationally oriented research. (1)</td>
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<tr>
<td>A competent producer of relationally oriented research. (2)</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>A competent MFT clinician. (3)</td>
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</tr>
<tr>
<td>Able to implement my foundational training in providing clinical supervision. (4)</td>
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<tr>
<td>Prepared to teach at the university level. (5)</td>
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</tbody>
</table>
Q21 The training at the University of Georgia prepared me to:

<table>
<thead>
<tr>
<th>Statement</th>
<th>Strongly agree (1)</th>
<th>Somewhat agree (2)</th>
<th>Neither agree nor disagree (3)</th>
<th>Somewhat disagree (4)</th>
<th>Strongly disagree (5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Articulate the diverse social contexts that influence my work. (1)</td>
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<tr>
<td>Click to write Statement 2 (2)</td>
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<tr>
<td>Click to write Statement 3 (3)</td>
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<tr>
<td>Click to write Statement 4 (4)</td>
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<tr>
<td>Click to write Statement 5 (5)</td>
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</tbody>
</table>

Q22 Did you come to the University of Georgia specifically for education centered on social justice/diversity and inclusivity?

- Yes (1)
- Somewhat (2)
- No (3)
Q23 How satisfied were you with your experience at the University of Georgia regarding issues of social justice?

- Extremely satisfied (1)
- Moderately satisfied (2)
- Slightly satisfied (3)
- Neither satisfied nor dissatisfied (4)
- Slightly dissatisfied (5)
- Moderately dissatisfied (6)
- Extremely dissatisfied (7)

Q24 Looking back, what are the things you really liked about your graduate education at the University of Georgia?

________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

Q25 What improvements do you think we need to make for the benefit of current and future students?

________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

________________________________________________________________
Q26 Do you have any advice for current students in our program?

________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

Q27 Are there other comments/information that you would like to share with us?

________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

End of Block: Alumni
Appendix Zb – MFT Student Climate Survey

Please share how you assess the Marriage and Family Therapy program providing an inclusive and diverse learning environment that has an “overall atmosphere within the program (including classroom, supervision, research, and other relevant settings) that is sensitive to the needs of diverse, marginalized, and or underserved communities and promotes an open, safe, and respectful exchange of a diversity of views and opinions” (COAMFTE standards)

1. Overall, how comfortable are you with the climate in your MFT specific courses?

<table>
<thead>
<tr>
<th>very uncomfortable</th>
<th>uncomfortable</th>
<th>neutral</th>
<th>comfortable</th>
<th>very comfortable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

Please elaborate on your experiences:

2. Overall, how comfortable are you with the climate in your research?

<table>
<thead>
<tr>
<th>very uncomfortable</th>
<th>uncomfortable</th>
<th>neutral</th>
<th>comfortable</th>
<th>very comfortable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>5</td>
</tr>
</tbody>
</table>

Please elaborate on your experiences:

3. Overall, how comfortable are you with the climate in your MFT faculty?

<table>
<thead>
<tr>
<th>very uncomfortable</th>
<th>uncomfortable</th>
<th>neutral</th>
<th>comfortable</th>
<th>very comfortable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

Please elaborate on your experiences:

4. Overall, how comfortable are you with the climate in your advising relationships (within or outside of MFT)?

<table>
<thead>
<tr>
<th>very uncomfortable</th>
<th>uncomfortable</th>
<th>neutral</th>
<th>comfortable</th>
<th>very comfortable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>5</td>
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</tbody>
</table>

Please elaborate on your experiences:

5. Overall, how comfortable are you with the climate in your clinical work & supervision?
Please elaborate on your experiences:

6. Overall, how comfortable are you with the **program climate** – including peers, staff, leadership, etc?

<table>
<thead>
<tr>
<th>Very Uncomfortable</th>
<th>Uncomfortable</th>
<th>Neutral</th>
<th>Comfortable</th>
<th>Very Comfortable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

Please elaborate on your experiences:

7. Overall, how comfortable are you with MFT efforts in promoting **diversity & social justice**?

<table>
<thead>
<tr>
<th>Very Uncomfortable</th>
<th>Uncomfortable</th>
<th>Neutral</th>
<th>Comfortable</th>
<th>Very Comfortable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>4</td>
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</tbody>
</table>

Please elaborate on your experiences: