

Department of Family Therapy

## **DMFT External Practicum Contract**

1. The family therapy doctoral internship will be structured for interns to gain professional experience in the practice of marriage and family therapy. All internship placement positions will be those which require a master's degree and some years of experience, with opportunities to supervise other clinicians when appropriate. The internship is to provide doctoral students with a supervised field experience of at least nine months duration, emphasizing relationally focused practice and/or research.

1.1 Interns may provide individual, couple, family, and group therapy, and organizational consultation when appropriate. While co therapy is an acceptable format, it should not be an exclusive format, and interns should be the primary therapist on the majority of their cases.

1.2 Within the scope of the internship site, interns should be offered a range of clients, with a variety of presenting problems. Clients should include parents, children, couples, families, and when relevant, others such as other professionals involved with the client family. The client population should be diverse with respect to gender, age, social class, religion, and cultural origin. At least 50% of the intern's client contact hours, over the course of the program, are expected to be relational (couple and family) hours; the placement site should be prepared to support this goal.

2. The internship site shall be open for at least nine months of the year. This contract is valid for one trimester. Contract renewal is negotiable by both parties at the end of one academic term. The minimum time requirement to complete practicum obligations is six to eight hours per week over the course of one academic trimester.

3. Interns shall be provided with an appropriate office or other private location in which to hold sessions with clients. The location shall be such as to ensure confidentiality. Appropriate telephone and office staff support will be provided for the intern, as for other site employees.

4. Initially, interns will receive a comprehensive orientation to the internship site. Interns must be supervised by an AAMFT Approved Supervisor, either on or off site, for one hour for every fifteen clients seen. Preference will be given to sites with an on-site AAMFT Approved Supervisor. In situations where no AAMFT Approved Supervisor is available on site, the intern will report to a designated NSU marriage and family therapy program faculty supervisor.

5. Supervision must be clearly distinguishable from psychotherapy and from training activities. Supervision must focus on direct observation, audio/video recordings of intern's clinical work, or a review of written notes and descriptions of client cases.

6. On site supervisors must be AAMFT Approved Supervisors, employed by the internship site for a minimum of two years, with experience and/or training clearly superior to that of the interns they supervise, and must also provide couple and/or family therapy in the course of the professional work. When on-site supervisors do not meet the standard for doctoral level on-site supervisors, NSU faculty will substitute their supervision, both on and off site.
7. The nature and type of services offered by the internship site shall be clearly published. This information will include a statement of nondiscrimination, and a listing of the internship site's advisory board, which shall include at least two members who are not marriage and family therapist. This written information should be available to clients and referral sources of the site. For each internship site utilized by the NSU marriage and family therapy program, a brochure and letterhead stationary including this information will be kept on file in the program coordinator's office.
8. Interns shall keep complete records of their clinical work, including appropriate consent forms. Client files shall include, at a minimum, the following information: client name, address, and phone number; permission for treatment; appropriate release forms; intake notes or intake form explaining the nature and source of the referral; and case notes that include a problem description, goal statement, description of interventions used, and statement of results. Client files shall be kept under lock and key, such that confidentiality is maintained at all times.
9. Designated supervisors shall evaluate interns twice a trimester, at mid-trimester and at the end of the trimester, using designated NSU marriage and family therapy program forms for this purpose. These evaluations will be forwarded to the designated doctoral internship site coordinator.
10. Interns will evaluate their on-site supervisors at least once a trimester, using designated NSU marriage and family therapy program forms. These evaluations will be forwarded to the designated doctoral internship site coordinator.
11. Ongoing communication (including at least one face-to-face visit per trimester for local area sites and twice-a-trimester telephone contact with out-of-state sites) will take place between the on-site supervisor and the doctoral internship coordinator and/or faculty supervisor.
12. Intern placement may be terminated at any time at the discretion of the intern's faculty supervisor, on site supervisor, or the relevant internship coordinator. All professional activity will take place in accordance with Florida law and the AAMFT Code of Ethics.
13. The intern is responsible for furnishing to the NSU marriage and family therapy program a copy of his or her internship site's brochure (where one is available) and a sample of letterhead stationary (in all instances); a copy of this contract signed by all relevant parties; and a statement of his or her on-site supervisor's credentials in the form of a curriculum vitae or resume, license, and certifications.
14. Interns are covered by Nova Southeastern University, College of Arts, Humanities, and Social Sciences' professional liability insurance. Proof of such coverage can be obtained from the Internship Coordinator's office.



# DMFT External Practicum

## Contract Specifications

(Please complete ALL information)

**Intern Name** \_\_\_\_\_ N# \_\_\_\_\_  
Intern Phone (    ) \_\_\_\_\_ NSU Email address \_\_\_\_\_  
Nova Southeastern University, Department of Family Therapy  
3301 College Avenue Fort Lauderdale, Florida 33314

**Internship Name** \_\_\_\_\_  
Internship Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Internship Website \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Site Phone: (    ) \_\_\_\_\_ Email address \_\_\_\_\_

**Duration of Contract** From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_  
Site Supervisor's Name, Degree(s), and Credentials: \_\_\_\_\_  
\_\_\_\_\_  
Additions or modifications to contract: \_\_\_\_\_  
\_\_\_\_\_

**Signatures**

_____ Intern Name (Please Print Clearly)	_____ Signature /Date
_____ Site Supervisor Name (Please Print Clearly)	_____ Signature /Date
_____ Faculty Supervisor Name (Please Print Clearly)	_____ Signature: Date:
_____ Program Director	_____ Signature /Date