

**COLLEGE OF ARTS, HUMANITIES, AND SOCIAL SCIENCES
DEPARTMENT OF MARRIAGE AND FAMILY THERAPY**



Practicum and
Internship
Handbook



**College of Arts, Humanities, and Social Sciences
Department of Family Therapy**

I hereby acknowledge receipt of the Department of Family Therapy's Practicum and Internship Handbook.

Name _____ N# _____

Day Phone (_____) _____ NSU Email _____

Signature

Date

Revised 11/2014



3301 College Avenue
Ft. Lauderdale, Florida 33314-7796
Telephone: (954) 262-3000 or (800) 541-6682 ext. 23000
Fax: (954) 262-3968
Email: gradschool@nsu.nova.edu

Web address: <http://cahss.nova.edu>

Mission Statement: Nova Southeastern University

Nova Southeastern University is a dynamic, not-for-profit independent institution dedicated to providing high quality educational programs of distinction from pre-school through the professional and doctoral, levels, as well as service to the community. Nova Southeastern University prepares students for lifelong learning and leadership roles in business and the professions. It offers academic programs at times convenient to students, employing innovative delivery systems and rich learning resources on campus and at distant sites. The University fosters inquiry, research, and creative professional activity, by uniting faculty and students in acquiring and applying knowledge in clinical, community, and professional settings.

Mission Statement: School of Humanities and Social Sciences

We, at the School of Humanities and Social Sciences, apply a holistic, relational perspective to the challenges facing individuals, families, organizations, communities, and nations. With an interdisciplinary sensibility and a commitment to individual and social integrity, we seek collaborative, creative, and equitable means for resolving human problems. Our unique and talented students learn to become reflective scholars and ethical practitioners – professionals with a critical understanding of theory and method, as well as an appreciation of the diversity, responsibility, and privilege inherent in co-creating peaceful change.

Notice of Nondiscrimination:

Consistent with all federal and state laws, rules, regulations, and/or local ordinances (e.g., Title VII, Title VI, Title III, Rehab Act, ADA, Title IX), it is the policy of Nova Southeastern University not to engage in discrimination or harassment against any individuals because of race, color, religion or creed, sex, pregnancy status, national or ethnic origin, non-disqualifying disability, age, ancestry, marital status, sexual orientation, unfavorable discharge from the military, status as a disabled veteran, or political beliefs and to comply with all federal and state nondiscrimination, equal opportunity, and affirmative action laws, orders, and regulations.

This nondiscrimination policy applies to admissions, enrollment scholarships and loan programs, athletics, employment, and access to and treatment in all university centers, programs, and activities. NSU admits students of any race, color, religion or creed, sex, pregnancy status, national or ethnic origin, non-disqualifying disability, age, ancestry, marital status, sexual orientation, unfavorable discharge from the military, status as a disabled veteran, or political beliefs to all the rights, privileges, programs, and activities generally accorded or made available to students at NSU, and does not discriminate in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

Accreditation:

Nova Southeastern University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone number (404)679-4501) to award bachelor's, master's, educational specialist, and doctoral degrees.

Nova Southeastern University's College of Arts, Humanities, and Social Sciences, Master of Science and Ph.D. Degree Programs in Family Therapy are accredited by the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE) of the American Association for Marriage and Family Therapy (AAMFT).

Table of Contents

SECTION 1 INTRODUCTION	6
<i>Introduction to Practicum & Internship.....</i>	<i>7</i>
<i>Practicum/Internship Requirements.....</i>	<i>7</i>
<i>M.S. Practicum Requirements.....</i>	<i>8</i>
<i>Ph.D. Practicum/Clinical Internship Requirements.....</i>	<i>8</i>
<i>D.M.F.T. Practicum Requirements.....</i>	<i>8</i>
SECTION 2 PLANNING & PREPARING FOR PRACTICUM AND INTERNSHIP	9
<i>The Experience</i>	<i>9</i>
<i>Practicum Contemplations</i>	<i>10</i>
<i>Practicum Readiness and Required Clearances</i>	<i>10</i>
<i>HIPAA Privacy, Security and Research Training and Compliance.....</i>	<i>11</i>
<i>Liability Insurance.....</i>	<i>11</i>
<i>The Family Therapy Clinic (FTC) at BTL.....</i>	<i>11</i>
<i>External Practicums/Internship Requirements</i>	<i>12</i>
<i>The External Field Placement Experience</i>	<i>12</i>
<i>Minimum Field Expectations</i>	<i>13</i>
<i>Internship Contract Process.....</i>	<i>14</i>
<i>Finding and Applying to a Practicum/Internship</i>	<i>14</i>
<i>Early Start Practicum Guidelines.....</i>	<i>15</i>
<i>Research Internship.....</i>	<i>16</i>
<i>Hybrid Internship.....</i>	<i>16</i>
<i>Supplementary Contracts and Field Placements</i>	<i>17</i>
<i>Documentation of Hours</i>	<i>17</i>
<i>Practicum Evaluations</i>	<i>17</i>

Student, Therapist, and Professional Example 18

Standards for Internship, Safety and Risk Reduction..... 19

DFT Annual Internship Fair 20

SECTION 3 UNDERSTANDING CLIENT CONTACT & SUPERVISION HOURS 21

DEFINITIONS 21

EXAMPLES..... 22

TYPES OF SUPERVISION HOURS..... 23

DOCUMENTATION OF HOURS..... 22

Transferring Other Direct Client Contact Hours..... 25

SECTION 4 REFERENCES & FREQUENTLY ASKED QUESTIONS 26

Clinical Requirements for Comprehensive Examination 26

Additional References..... 27

FREQUENTLY ASKED QUESTIONS..... 28

Section 1

Introduction

Welcome!

The practicum and internship experience is the center of the Marriage and Family Therapy program at NSU, inspiring students and helping them to reach their full potential as a family therapist. You will find the Family Therapy leadership, faculty, and staff helpful and available during your practicum and internship; providing the guidance and development assistance you need.

We have developed this guide to make your internship experience in the program as easy and effortless as possible, so that you may concentrate on becoming the therapist you want to be. This guide will provide you with the information relative to the NSU Family Therapy internship, and all necessary clinical forms, policy, suggestions and best practices.

In addition, it is important that you refer to our Marriage and Family Therapy Resource Website (<http://shss.nova.edu/Downloads/mft.htm>) to keep well-informed of basic policies and procedures, changes/updates to forms, and other critical information. Stay connected to your email and other sources, in order to get the most from your practicum internship.

Introduction to Practicum & Internship

The Practicum and Internship experiences at NSU's Family Therapy Program focus primarily on individuals, couples and families through internal and external practicums. This practica provides for theory and skill development under AAMFT faculty supervision. The entire practicum/internship experience is designed to allow students to learn in different situations where they may observe and model individuals performing their professional role and functions. In addition, students actually participate in the Therapy process with gradually decreasing structure and supervision. The aim of the NSU internship experience is to empower the student to execute the roles and purpose of a practicing therapist. This learning process will also enable students to learn and deliver therapeutic services in an array of settings. The internship will consist of an internal on-campus practicum, and fieldwork in an off-campus, field placement.

Descriptions of the Practicum and Internship programs are listed below. Remember that this manual is fully downloadable at our website, where you will find updates and other pertinent information. Please visit often: <http://cahss.nova.edu/Downloads/msmft.htm>.

Practicum/Internship Requirements

Documentation:

Students are responsible for documenting clinical and supervision hours, using the forms provided on the website under student resources. Students are required to keep a copy of all documentation pertaining to both internal and external practicums. This includes their clinical and supervision hour forms, contracts, and clinical evaluations. A student's first two Practicums are at the Family Therapy Clinic (FTC) at the Brief Therapy Institute (BTI), therefore, they are called Internal Practicums. Students must pass the first two (four for PhD students) Internal Practicums to be eligible to continue clinical training in two External Practicums. Students may elect to take more than two Internal Practicums to better hone in their clinical skills prior to moving into their External Practicum setting. The External Practicums are internships in the community where students provide clinical services in a school, hospital, agency, private practice, or other settings.

Before students begin their External Practicum, they collaborate with the DFT Internship Coordinator to identify and develop an external practicum, community-based site and a contract with the site. Prior to beginning their external practicum experience, students must have completed an internship contract, signed by the student, the internship site supervisor, their faculty supervisor, and the Program Director. If proof of a student's professional liability insurance coverage is needed for the practicum site, a copy can be obtained from the Internship Coordinator. Students must have ALL documentation completed and presented to the Internship Coordinator for approval prior to beginning any training or clinical work at the practicum site.

A site supervisor must be a licensed mental health professional who meets the supervisory requirements based on COAMFTE standards, but need not be from the MFT discipline.

Note: The NSU Family Therapy Clinic (FTC) operates under the Brief Therapy Institute (BTI)

M.S. Practicum Requirements

To complete the M.S. in Family Therapy, students must complete 500 hours of client contact, 250 of which must consist of relational hours with couples and families. Students also must accumulate at least 100 supervision hours, 50 of which must be based on direct observation. Both internal (two to four terms) and external practicums (two to three terms) are required although more may be needed. For more specific information refer to catalog and individual degree plans.

Ph.D. Practicum/Clinical Internship Requirements

To complete the Ph.D. in Family Therapy, students must complete 1,000 client contact hours, of which, 500 must be relational hours with couples and families. Students also must accumulate at least 200 supervision hours, 100 of which must be based on direct observation and/or DVD. Students must complete four internal practicums and three clinical internships. For more specific information refer to catalog and individual degree plans.

D.M.F.T. Practicum Requirements

To complete the D.M.F.T. in Family Therapy, students must complete 1,000 hours of client contact, 500 of which must consist of relational hours with couples and families. Students also must accumulate at least 200 supervision hours, 100 of which must be based on direct observation and/or DVD. Students should refer to their individual degree plans and the catalog for more specific requirements.

Note: Students are not required to record sessions when working directly with live supervision.

Section 2

Planning and Preparing for Practicums & Internships

“Imagination is the beginning of creation. You imagine what you desire, you will what you imagine and at last you create what you will.” George Bernard Shaw

The Experience

The practicum and internship experiences are designed to introduce students to the profession of therapist and to prepare students for a role as therapist. There are some minor differences between practicum and internships, based mostly on applied experiences. First, internal practicum requirements are met before an external practicum or internship. The internship requires that a student is already prepared to conduct therapeutic sessions because they have completed prescribed external practica. Clinical internship (PhD), clinical practicum (D.M.F.T) and external practicum (M.S.) students are all expected to be responsible, and equipped for the field experience. Initial practicums (internal) are assigned to a teaching environment, while external practicums and internships are experienced in a field placement.

It should be noted that just as internal practicums are not paid, external internships are also not paid at the masters level and the student is not entitled to remuneration. In most cases, any basic expenses incurred by the students, such as gas mileage, may be reimbursed by the internship site.

Doctoral students may choose to use their paid position, such as their place of employment, as their external practicum or clinical internship site. It is important to review the details, making sure the placement is approved by the internship coordinator to insure that the student receives credit for all clinical hours. Doctoral students should refer to their degree plans when registering for internal practicums and or clinical internships.

Students in the Family Systems Health Care concentration, in addition to degree requirements, must complete Practicum I in Family Systems Health Care, and Practicum II in Family Systems Health Care. Students may choose to complete these clinical internships in a medical setting to obtain the required 200 hours of face-to-face client contact for this concentration. Family Systems Health Care students should refer to their degree plans when registering for internal practicums and or clinical internships.

Practicum Contemplations

What are your interests? If you are thinking about working with children, the range of practicum and internship opportunities is almost limitless. In FTC practicums, children make up nearly 50% of the total client base and in local schools, students are nearly 100% with some parental and group participation.

If you are interested in working with families or couples, you may think about an external practicum in not-for-profit agencies and in private practice locations. Other Therapy opportunities focus on drug and alcohol abuse treatment, homelessness, aging and health care issues, teen and adolescent identity struggles, and domestic violence and in some cases criminal divisions of courts and sheriff offices. Before selecting a site for external practicum, you should reflect on your goals, and explore what you see in your “Family Therapy imaginations”. As you work through your internal practicums (FTC), keep in mind what really interests you, so that you may plan for that experience in your externals.

Of course, if you have not decided on a particular type of therapy and still want to keep your options open, the NSU list of approved sites include many opportunities to work with individuals, families, and groups in the South Florida, Tri-County area (see Internship Site List, under the Resource tab). Students may also submit/recommend different sites for their internship. Any recommended site must be reviewed and approved by the practicum coordinator of Family Therapy prior to collecting practicum hours.

Approved practicum sites should guarantee at least 12 hours of supervised direct client contact, including observation, interviewing, assessment and treatment, per week. Ideally, however, 15 hours per week would insure a student stays on course for completing the practicum/internship in keeping with their educational Degree Plan. If necessary, a second practicum site can be added to achieve the 15 hour per week goal.

Practicum Readiness and Required Clearances

Nova Southeastern University and the Department of Family Therapy require that all students complete two HIPAA course requirements before seeing clients in the clinic. Also, all students are required to complete background checks which include fingerprinting during their first term, and prior to seeing clients. CAHSS requires ELECTRONIC fingerprinting for anyone working in FTC and in Broward County schools as well as other sites requiring proof of eligibility for internship/practicum. For CAHSS, proof of completion of this requirement is a copy of the clearance document (photo badge), which will be maintained in your file in the Internship Coordinator's office.

Students should visit (<http://cahss.nova.edu/Downloads/msmft.htm>), then background check process, and follow the instructions. When prompted for the Vendor ID#, please use 613473.

You will be required to select a site and date for the fingerprints. Be sure to show up on time and take identification with you.

After the Security Background Check is processed, you will receive an e-mail confirming your clearance and requiring that you pick up your badge at the same location where you presented for fingerprinting.

An electronic image of the badge or a photocopy should be presented to the Internship Coordinator, as soon as possible.

Electronic fingerprinting done in other counties and copies of background checks or documents from other agencies, cannot be accepted.

****Note:** Actual fingerprints cards should not be submitted to the Internship Coordinator's office.

Once the student has completed the background check process and received a photo badge (see <http://cahss.nova.edu/secure/PDF/M.S/background-check-process.pdf>), the badge and a copy of the HIPAA Training Completion Certificate should be presented to the internship coordinator, along with two completed copies of the Practicum and Internship Clearance form (available on the resource website). A signed and completed Clearance form will be returned to any student who indicates a clearance letter is needed to begin an external practicum or internship at their chosen site.

HIPAA Privacy, Security and Research Training and Compliance

Nova Southeastern University and the Department of Family Therapy require that all students successfully complete the two NSU HIPAA certificate requirements during their first term in the program. These programs are uploaded on each student's Blackboard page at the beginning of the first trimester. Certificates must be printed, name entered in BLUE, and submitted to the DFT Internship Coordinator.

HIPAA courses are available in Blackboard or through the student resource website under the HIPAA Alternative Certificate Process.

Liability Insurance

All students enrolled in a practicum, at any time during a Family Therapy school year are covered by the umbrella policy with CPH and Associates and underwritten by Philadelphia Indemnity Insurance Company. Copies are available, if required by a site, upon request by the student to the office of the internship coordinator.

The Family Therapy Clinic (FTC)

Students in the program receive clinical training and experience at NSU's own Family Therapy Clinic which serves a wide variety of clients from all life circumstances. Therapists are trained, while supervised by licensed faculty who are AAMFT Approved Supervisors to work with couples and individuals of diverse ethnic and cultural backgrounds, religious affiliations, and sexual orientations. Most of the clients are able to turn things around in 5 to 10 sessions. Prior to entering the FTC practicum, the following prerequisite courses are required: SFTM 5310 – Introduction to System Theory, SFTM 5320 – Introduction to Marital and Family Therapy (or the equivalent), and SFTM 6340 – Legal, Ethical, and Professional Issues.

A student's first two practica (four for PhD students) are at the Family Therapy DFT clinic; therefore, they are called Internal Practica. If the student passes the Internal Practica, they are then eligible to continue clinical training in two (three for the PhD) External Practica. Participation in Family Therapy Clinic practicums requires a clearance by the internship coordinator; including a background check and a HIPAA Training certificate.

External Practicums/Internship Requirements

The following important documents **must be submitted** to the Internship Coordinator **prior** to beginning an external practicum or internship:

- The original signed copy of the internship contract (field placement).
- A resume of the on-site supervisor to demonstrate that he or she has a master's degree and is a licensed mental health professional or meets the equivalent criteria
- A copy of the AAMFT Supervisor Certificate, if applicable.
- A brochure or written information about the internship site.
- A written description from the on-site supervisor clearly identifying internship duties and responsibilities.

Note: If the agency has not been approved or is not on the list, but would agree to accept the student as an intern, the above documents should be submitted to the internship coordinator for site approval. When the site has been approved, the student can begin their internship.

The External Field Placement Experience

(See also M.S., Ph.D., and D.M.F.T External Contracts)

The field placement shall be for interns to gain professional experience in the practice of marriage and family therapy.

1. Interns will provide individual, couple, family, group, and organizational consultations. Interns may work in co-therapy formats, but only as a minority of their client contact hours. There should be a variety of clients and of presenting problems. Clients should include parents, children, couples, families, and where relevant, others such as service providers.

Clients should represent a range of gender, age, class, religious, ethnic, and racial groups. Over the student's entire two-year program, at least 50% of cases should include couples and families physically present to participate in consultations.

2. The internship site shall be open at least nine months a year. Interns will be physically on-site for at least twelve to sixteen hours per week for the duration of the placement. The placement will be for a minimum of four months, with potential for renewal on a trimester-by-trimester basis until the intern has completed client contact hour requirements.
3. Because each site/agency is different, some site may require two semester commitments, additional background checks, medical testing, CPR training or have other stipulations. Students should be aware of these stipulations prior to agreeing to the placements.

Minimum Field Expectations

Students should plan on acquiring a minimum of 15-20 client contact hours per week at their field site to ensure completion of the 500/1,000 required client-contact hours and supervision hours within the required terms of External Practicum. Students may also take additional external practicums to complete the required hours and to enhance their skills. They must adhere to their site contract requirements (i.e., school systems provide therapeutic services throughout the school year, and require student interns to provide continuous services). In addition to the weekly client contact hours, students are required to schedule additional time at the internship sites to complete paperwork, allow for missed appointments, and become a valued member of their site. Thus, 20 hours a week committed to the internship site is realistic. This time may include weekdays, evenings, and/or weekends, depending on the site requirements.

When a student desires a more diverse experience, or are not accumulating hours rapidly enough at one internship site, they may develop an additional site. A contract for each site must be completed prior to beginning at that site. The internship contract should be clearly understood by all parties. No more than two internship sites are recommended and must have their faculty supervisor's, Internship Coordinator's, and Program Director's approval. A student's progress in their Internal Practicum is assessed each trimester in terms of a set of skills (described below) considered necessary for the successful practice of family therapy.

For detailed information regarding the practicum requirements please see the CAHSS [catalog](https://www.nova.edu/publications/cahss/catalog/index.html) at: <https://www.nova.edu/publications/cahss/catalog/index.html>.

Internship Contract Process

Students are required to submit their contracts and accompanying paperwork (See practicum/internship checklist for a list of these documents) for their field placements before beginning their clinical experience at their chosen sites. To support this policy, use the following procedure:

Download the Internship Contract (field placement) at <http://cahss.nova.edu/Downloads/mft.htm> from the Student Resource website, click Marriage and Family Therapy, and click on appropriate degree program, and then Clinical Forms;

1. Once your site is confirmed, prepare the contract with your site supervisor (both student and site supervisor will sign the contract), the contract is then delivered to your faculty supervisor for signature, to the Program Director for the degree program and finally; to the Internship Coordinator for final clearance;
2. A copy of the completed contract and a clearance form from the Internship Coordinator should be delivered, by student to their faculty supervisor, indicating student is officially ready to begin their external practicum/internship experience.
3. Students should also keep a copy of the contract for their records.

Note: Only client contact hours and supervision hours accrued after the Internship Clearance Letter, as well as a fully executed site placement contract is received, will count towards degree requirements.

Finding and Applying to a Practicum/Internship

Preparing for an external internship requires vigilant and thoughtful planning. Therefore, it is recommended that students begin surveying potential practicum/internship sites two semesters prior to beginning the internship. It is not unusual for students to visit potential internship sites, tour facilities, inquire and get to know clinical directors at least one semester before they anticipate beginning internship.

The practicum coordinator maintains a Site List on the Resource Website which identifies current agencies and locations that are amenable to DFT students doing family therapy. The clinical coordinator or site supervisors are listed for each site along with contact information. However, students who have knowledge of other opportunities that may not be listed on the Site List are free to approach the clinical director or supervisor and inquire about possible internships.

In addition, some interesting sites have become a part of the family therapy Site List because students searched job sites and inquired about internships. So be aware that you are not restricted to what is on the list, but the list is a great place to start.

When interviewing at potential sites be cognizant of sites which suggest that you may have to work longer hours than required on your contract. Because studies have shown that professional fatigue happens most often when human services professionals work long hours, look for signs that the location or during the interview which indicate that you will be required to go above and beyond the contracted provisions. In addition, site agreement extensions must be approved by the internship coordinator and a faculty supervisor.

Students should remember that when selecting a site, you are representing yourself, but also, your peers, the department and the university. Be sure to send a thank you note to the interviewer.

In some rare cases, it may be necessary for an intern to need a change of sites. If a student is having serious and unhealthy experiences and considering changing internship sites, or they must discuss it with the Internship Coordinator prior to making any final decisions. Modifying internship sites, supervisors or faculty supervisors should be addressed with the internship coordinator before the situation becomes unmanageable.

Note: Masters level practicums may not be paid.

Early Start Practicum Guidelines

Before beginning Practicum I, while concurrently enrolled in Ethics and Introduction to Marriage and Family Therapy, and during Practicum I, students may not earn client contact hours on their own. They may assist second year students or doctoral students at an NSU DFT approved internship site, in order to gain experience, with live supervision from a AAMFT Approved Supervisor at all times. Hours earned in this way will be "banked" for consideration by the program director, and may be added to the student's total with satisfactory reports from the second year or doctoral students and the onsite AAMFT Approved Supervisor. The primary purpose of this experience is to observe and gain familiarity with the therapy process.

Once Practicum I is completed, and once the student is enrolled in Practicum II, students may petition to be allowed to earn external practicum hours early, before Practicum III. If the student obtains this Early Start privilege, the hours earned will be counted like any other client contact hours earned. The student will be functioning as a regular master's level intern.

To obtain this Early Start privilege, the student must sign up with an NSU DFT approved internship site with live supervision from a AAMFT Approved Supervisor. The student will be able to function independently, not just as an assistant, if the Approved Supervisor gives such permission. Internship sites without live supervision from a AAMFT Approved Supervisor are not open to students until Practicum III.

In addition, to obtain this Early Start privilege, the student must have earned a grade of B or better in his or her Internal Practicum I. The student should request his or her Internal Practicum I supervisor to email the MS in MFT program director with a report of the student's grade and

overall satisfactory progress. The student should also obtain clearance from the Internship Coordinator, verifying that all fingerprinting, HIPAA and other requirements have been satisfied. The Program Director will then give permission for this Early Start privilege as indicated. This will commence after the student's Internal Practicum I and continue through Internal Practicum II.

No more than 250 of the required 500 client contact hours may be earned while the student is in his or her first two practicums; at least 250 must be earned in Practicums III and IV.

Once the student begins Practicum III, all NSU DFT approved internship sites are potentially open to the student. The need for permission from the Program Director and clearance from the Internship Coordinator will still apply. The student should ask his or her Internal Practicum II supervisor to email the Program Director with the information that the student is in satisfactory standing and ready to begin Practicum III.

Research Internship

The Research Internship is designed for students with an MFT, or closely related field, master's degree and license and provides students with an opportunity to further develop their research skills and knowledge of research projects, grants, and other available resources (i.e., working with faculty on research projects). The Research Internship experience requires prior approval by the faculty member/supervisor, Program Director, and internship site. The research internship will also require students to register with a faculty supervisor for 3 consecutive terms for 3 credits each term. The students and the supervising faculty will develop a specific contract delineating the details of the internship including expectations of outcome which must be approved by the program director prior to starting the internship.

Hybrid Internship

The Hybrid Internship is designed for students with an MFT, or closely related field, master's degree and license and are interested in designing an internship that meets their specific needs and/or interests. This can be a combination clinical and research internship or a combination to include advanced supervision. Hybrid Internships will also require students to register with a faculty supervisor for three consecutive terms for three credits each term. The students and the supervising faculty will develop a specific contract delineating the details of the internship including expectations of outcome which must be approved by the program director prior to starting the internship.

Supplementary Contracts and Field Placements

The Supplementary Field Placement Agreement shall be for interns to gain professional experience in the practice of marriage and family therapy which is in addition to their regular field placement sites, and which is generally brief in duration.

Interns will provide individual, couple, family, group, and organizational consultations. Interns may work in co-therapy formats, but only as a minority of their client contact hours.

These supplementary opportunities come up several times a year at different venues and students are encouraged to participate as they gain experience in short term community, campus, and a variety of off-campus arenas.

Clients may include parents, children, couples, families, and where relevant, others such as service providers. Clients may represent a range of gender, age, class, religious, ethnic, and racial groups. The nature and type of services offered by the organization responsible for the Supplementary Field Placement site shall be clearly publicized. Clients shall be informed that the intern is a student from the graduate Marriage and Family Therapy program of Nova Southeastern University.

In order to receive client contact hour credit for the supplementary hours, students must have a supplementary field placement agreement signed by faculty supervisor, site supervisor and the program director.

Documentation of Hours

Documentation of client contact and supervision hours must include the date, type of session (i.e., family, couple, or individual), length, and location of each session. Students must have written case notes for all sessions listed. The necessary forms are available online at the SHSS student resources website. Students should submit their completed forms to the Internship Coordinator regularly to ensure progress is recorded and the student file remains updated. Students must submit to the Internship Coordinator the ORIGINAL SIGNED copy of the completed forms with all hours totaled and with all signatures in BLUE. Students must keep a copy of all completed and signed forms during their entire program and for future licensure needs.

Practicum Evaluations

See sample forms in Appendix

Students are enrolled in internal practicums once they complete their core courses. Within the internal practicums and later the external practicums, the faculty supervisor, site supervisor and students area able to evaluate their progress in therapeutic skills by reviewing the following:

- Attention to professional, ethical and legal issues

- Systemic case conceptualization
- Clinical session management
- Attention to client/therapist position
- Effective use of supervision

Questions regarding evaluations should be addressed to faculty supervisors, practicum supervisors and program directors. Additional information and forms are located on the resource website.

All materials and forms are periodically updated.

Student, Therapist, and Professional Example

A Few Things to Remember

Professionalism - Each therapeutic setting, whether an internal or external practicum site, is an opportunity for students to make lasting impressions. The therapist as student and professional, the site, the program and the university are under the observant eyes of the client. The impression the therapist will make on children, parents, agency administrators, teammates, faculty and university staff during the practicum period is often enduring, and therefore, it is important to pay close attention to the following:

- **Dress:** Is your clothing appropriate for the setting? Extremely tight clothing, low-cut blouses, trendy hairdos, gum, strong perfumes, and saggy pants can all be distracting. The way an intern presents, may influence the conversation in the therapy room. Students should exercise care when dressing for practicums and internships, as it is always best to wear clothing that will not be uncomfortable or distracting for clients. A wardrobe supplement of basic and classic pieces, which will not bring attention to you, the therapist is the best approach.
- Female students should pay close attention to the length of their skirts and the cut of their shirts, since the in-room camera is indiscriminate, and has been known to pick up “everything”. Avoid being surprised when reviewing tapes with peers and supervisors by dressing appropriately. In addition, remember you are also modeling appropriateness for peers and clients—especially children.
- As for jewelry and other accessories, try not to overdo it. It's tempting to load up on baubles and bling, but all those precious metals should not outshine you during your session. Hats and t-shirts are not appropriate for a family therapy session.
- **Personal Habits:** During training in the FTC, students will find themselves in very close contact with five to six other adults, behind the mirror. Be aware of personal habits

which may disturb or irritate others; such as chewing gum, unusual foods, perfumes and colognes, bad breath and easily transmitted illnesses (colds, flu).

- **Attitude:** Likewise, when participating at an external site, the student should adhere to all of the above, but also consider that the agency can be affected by your habits, and work ethics. Students should be dependable, professional, alert and flexible.
- Finally, remember that your integrity and behavior will affect opportunities for other students who may wish to practice at the same external site. Be mindful of the impressions you make, and considerate of those you encounter.

Standards for Internship, Safety and Risk Reduction

Providing services to clients or their families in an office, school, or home setting inherently involves some risks. Interns should be aware that clients may become unpredictable, loud, angry, aggressive or violent. While NSU requests that all approved internship sites adopt policies and procedures for amplifying safety and lessening risk to students, it is important that student therapist are vigilant about awareness and prevention.

Internship sites instructors/supervisors should be comfortable and in agreement with the student as to when a student is amply experienced for their assignments. In addition, site supervisors are expected to allow sufficient time for a student to become acquainted with the type of clientele the student will work with.

Internship sites should have written policies and procedures to deal with all situations that involve potential risks; especially as they may pertain to varying situations such as home visits, weekend services, hostile clients, clients with criminal records, drug abusers, alcoholics, children deemed fire starters, HIV clients and others.

NSU students should be aware that they have a right to refuse to see clients that they feel pose a threat to them. These issues must be addressed with the site supervisor and a solution reached that does not endanger or inflict undue duress in the therapeutic environment for the client or the NSU student. Student-therapists should be made aware of the internship site policy for calling 911 or requesting staff assistance.

No NSU family therapy student should be the singular agent deciding about issues such as a Baker Act, threats of suicide, or homicide. Procedures, which include who to notify, and when to call 911, must be in place for these and other situations. It is preferred that these policies are in writing and explained prior to the student rendering services.

Again, it is the agency's responsibility to train the intern, but, it is the intern's responsibility to be aware of safety training and insure that they receive it.

NSU students should not be used as staff, or in lieu of staff. Concerns in this area should be brought to the attention of the Internship Coordinator, so that the agreement between NSU and the agency can be reviewed.

The Family Therapy Clinic, like most agencies, has a dress codes for therapists. Refer to the Policies and Procedures Manual and when in doubt, seek the advice of a site or faculty supervisor. Whenever a uniform is a requirement at a facility, make sure it is clean, and well-maintained.

DFT Annual Internship Fair

Once per year, usually during the month of March, the department sponsors an on-campus Internship Fair. This professional exchange brings together students and potential internship sites from the community partners list (and job sites). Students participate by bringing their resumes and conduct short in person interviews with site affiliates. This event is highly recommended for students and will offer a firsthand opportunity for MFT students to become familiar the agencies and agency personnel.

Section 3

Understanding Client Contact and Supervision Hours

DEFINITIONS—

AAMFT REQUIREMENT— The minimum requirement for client contact hours for Masters students is 500 hours and 1000 hours for Doctoral students, by the time a student is ready to graduate. Client contact is a professional service provided to a client (s), measured in increments of one hour. These increments are rounded up to the nearest half hour. For example, 20 minutes spent with a client is recorded as .5 hour; and ½ hour spent with a client is also .5 hour. A 45 minute session with a client would be recorded as 1 hour, 1 ½ hours spent with a client would be recorded as 1.5 hours; 1 hour and 45 minutes would be recorded as 2 hours, and so on.

REQUIRED DOCUMENTATION— A client contact hour is a service provided to a client and must always be recorded on the Client Contact Hours Form. In addition, as verification and documentation of the client hour, the student will make a case note in the client's chart describing the service. The exception to this practice is service provided to the community at large, by the agency for which the student is interning. For backup documentation in these instances, students will provide the program office and faculty supervisor with a flyer or advertisement describing the event and the duration of the service. In school system practicum sites, charts are not always required, but a faculty supervisor will discuss keeping a backup journal so that services to clients are properly documented.

TYPES OF CLIENT CONTACT HOURS— **INDIVIDUAL:** face-to-face contact with an individual, where student and client are both in the same room. **RELATIONAL:** contact with a couple, a family, a child and that child's caregiver, siblings, or other individuals related by blood or marriage, and/or living in the same household, or group sessions (where the client resides in residential placement, or a school setting). Note that 250 of the 500 hours (Masters) or 500 of the 1000 hours (Doctoral) must be relational. The remaining 250 (Masters) and 500 (Doctoral) can be individual, relational, or a blend of both.

DIRECT OR ALTERNATIVE— Client contact hours may be either direct or alternative. The AAMFT requirement is that 400 of the 500 client contact hours must be direct, for Masters students and 800 of the 1000 client contact hours must be direct, for Doctoral students. NSU's Family Therapy department has succeeded in obtaining permission from COAMFTE to count up

to 100 hours (Masters) or 200 hours (Doctoral) of alternative client contact towards the total hours needed.

DIRECT: A direct client contact hour is a service that the student provides to the client face-to-face. The student and the client are both in the same room, for at least most of the hour.

EXAMPLES

(1) **FTC--** Student is the primary therapist and is in the room with the client during the practicum. The student meets with the client in front of the mirror at 6 p.m. and consults with the team behind the mirror during a consultation break; and returns to their client in the room in front of the mirror to complete the session. The session is over at 7:30 p.m. the student writes a case note describing this session and stating the length of the session (including consulting breaks). The case note is backup documentation. This is 1.5 hours of direct individual client contact.

(2) **External agency placement—**The student sees the assigned client from 6 to 7:30 p.m. alone in an assigned office. This is 1.5 hours of direct individual client contact. Again, the case note listing the amount of time the student saw the client is the backup documentation.

(3) **From a school setting:** The student meets with a second grade classroom to lead a social skills training activity. Student meets with the class from 2 until 3:30 p.m. By the terms of the contract the agency or project has with the school, the school itself is the “client”. There are 25 children in the class. The student would record the activity in a backup journal, and also record the time on their client contact hours form. This would be 1.5 hours of direct individual group client contact.

ALTERNATIVE: Alternative client contact hours are considered teamwork and consultation hours. This may take on different appearances in different settings, but alternative client contact hours always represent a service to the client or to the community. They are distinct from supervision hours, where the focus is on the intern’s learning.

SOME EXAMPLES:

- (1) **FTC—**A therapist is with the team, behind the one way mirror, actively participating in a colleague’s case, this is an alternative hour.
- (2) **Team meet—**The team meets to write a letter to a client (one which is actually mailed) this is also an alternative hour. Note: Pre and post sessions— watching DVDS and other supervision activities are NOT alternative hours.
- (3) **A student meeting with a client’s case manager or probation officer to discuss the client’s progress, is considered an alternative hour.**

(4) A student meeting a teacher to discuss a child-client's progress is an alternative hour; as is an IEP (individualized educational plan) meeting, or a child-study team meeting.

A NOTE ABOUT COMMUNITY EVENTS: An agency provides free screenings for family problems at an annual fair. Student attends and discusses their agency's services with several families. This is an alternative hour. Student should be able to produce a flyer for the event as backup documentation. This type of alternative hour could also occur when the student represents FTC at a community event, or takes part in a family wellness day at a school placement. Students providing services in the community (clients of all ages, including families), will record this as an alternative family hour. Such events provide a useful way to obtain supplementary alternative family hours on weekends and holidays, in particular. See the Supplementary Placement Agreement for contracting these events and hours.

SUPERVISION— The COAMFTE Requirement: COAMFTE requires 100 hours (Masters)/200 hours (Doctoral) of supervision for graduation. All of these hours must be with an AAMFT Approved Supervisor. Typically, this supervisor will be a faculty supervisor, although, if a therapist has an onsite supervisor with the AAMFT Approved Supervisor credentials, these supervision hours may count as well. Faculty supervisors should be consulted if there are questions in this area. Most often however, internship sites do not have AAMFT Approved Supervisors, however, your faculty supervisor is an AAMFT supervisor.

Non-AAMFT approved site supervision is important and invaluable in its orientation to the real therapeutic world, but it is NOT counted towards the supervision requirement. Of these 100 hours (Masters), 200 hours (Doctoral) with an AAMFT Approved Supervisor, 50 hours (Masters), 100 hours (Doctoral) must be live (based on direct observation or DVD). At least 25 hours of the 50 supervision hours (Masters), 50 hours of the 100 (Doctoral) must be based on direct observation or DVD. These terms are defined below and examples given.

TYPES OF SUPERVISION HOURS

Individual or groups at the Family Therapy Clinic internal practicum, when the team is discussing a case, is **individual** supervision for the therapist for the case being discussed. If the team is observing a therapist, in the room with a client, or watching a DVD of a therapist's work, this is also **individual** supervision for that therapist. If the focus is on a classmates or a classmate's client, this time is recorded as **group** supervision. Over the course of the semester, the focus should rotate so that a student receives approximately one hour of **individual** supervision in their practicum. When more than two students are present with a faculty supervisor, this supervision is considered **group** supervision. Faculty supervision alone, or with only one other student, is considered **individual** supervision.

Live, DVD or Notes

When the client is present, this represents live supervision. When a student is watching a DVD of someone else's work with a client, this is supervision from DVD. If the students are talking about cases, this is supervision from notes.

Ideally, the student should receive 25 hours (Masters), 50 hours (Doctoral) of live individual supervision in Internal Practicum, in-room, with clients while the supervisor observes.

Additional client services may be necessary to fulfill this program requirement.

Students should speak with their faculty supervisors to insure these minimal requirements are being met. The supervisor may suggest alternatives such as Participation at an internship site where live supervision from an AAMFT Approved Supervisor is available.

SUPERVISION—COAMFTE requires 100 hours (Masters), 200 hours (Doctoral) of supervision for graduation. All of these hours must be with an AAMFT Approved Supervisor. Typically, this supervisor will be a faculty supervisor, although, if a therapist has an onsite supervisor with the AAMFT Approved Supervisor credentials, these supervision hours may count as well. Faculty supervisors should be consulted if there are questions in this area.

Documentation of Hours

Requirements: 500 hours total (Masters students); 1000 hours total (Doctoral students). At least 250 of these must be relational (i.e., more than one family member is in the room: includes couples, parent and child, and siblings).

FTC: A family came to FTC during practicum, and the student therapist was in the room (See Clinical Hours Documentation worksheet). Student records one family client contact hour for every hour that spent with this family, under In-room, Family.

FTC: A family came to FTC during practicum, and student participated in the session from behind the mirror. Student records one family client contact hour for every hour spent watching the family session, under Alternative Therapeutic Contact.

External Internship: Student saw a group of nine-year-old boys referred for behavior problems. Student records one individual client contact hour for every hour was spent with this group, under In-room Group, Individual.

DOCUMENTATION OF SUPERVISION HOURS—100 hours total (Masters students), 200 hours total (Doctoral students). Of these hours, at least 50 (Masters), 100 (Doctoral) must be supervised by direct observation, or DVD. 25 (Masters), 50 (Doctoral) of those hours must be direct observation or DVD.

FTC: A family came to FTC during a practicum, and the student was the therapist in the room. The supervisor watched the sessions from behind the mirror. Student records one individual supervision hour for every hour that student spends with this family, under Individual, Live.

FTC: A family came to FTC during practicum, and student was the therapist in the room. The supervisor did not watch the sessions from behind the mirror, but student discussed the case with faculty supervisor. There were no more than two therapists (total) in that supervision session. Student records one individual supervision hour, under Individual Notes, for every hour that student discussed this case with the supervisor.

FTC: A couple came to FTC during practicum, and student Participated in the session from behind the mirror. The Faculty supervisor watched the session from behind the mirror: Student records one group supervision hour for every hour that the student Participated in this family session under Group, Live.

NOTE: A separate “signed” client contact sheet and supervision sheet is required for each field site. The form header should be completed in full, including the student “N” number and email address.

Transferring Other Direct Client Contact Hours

On a case-by-case basis, students may be allowed to transfer up to 500 direct client contact hours from another school and or another NSU program. Direct client hours must have been accumulated in a university mental health program, where students interacted with clients in a face-to-face one hour format.

Students should use the [Transfer Direct Client Contact Hours](#) form which is available on the resource website, to request a transfer of **any** (previously earned) client contact hours to their current NSU degree program. Students entering NSU from a Non-AAMFT approved master’s degree programs may submit a request for review of these hours using their prior signed client contact hours logs. Where no logs are available, students should seek guidance from the Internship Coordinator on how to submit their requests for review, using the **CAHSS Client Contact Hours** form.

Along with the request, students should submit the licensure credentials of the previous clinical supervisor (AAMFT approved or state equivalent are necessary for hours to be transferable). All direct client contact hours and supervision hours must have been signed by the appropriate past supervisor. Each request to transfer hours is subject to review, and approval by the SHSS Program Director. Direct all questions to the CAHSS DFT Internship Coordinator. Acceptance of these hours in not guaranteed and will not be transferred to the DFT clinical hours spreadsheet until approved.

Students graduating from the DFT M.S. program are allowed to transfer up to 500 direct client contact hours. While no review of clinical hours is required for the transfer, the Transfer Direct Client Contact Hours form is required to initiate the process. In addition, licensed students may be allowed to transfer as many as client contact 900 hours into the program. However, the remaining 100 hours must be documented as face-to-face NSU Family Therapy Clinic hours.

Section 4

References, Frequently Asked Questions

Evaluations

Practicums are evaluated by both the site supervisor and faculty supervisor each term, utilizing the program's practicum evaluation forms. Students are invited to assess their own performance as well. These forms, designed by faculty, closely assess clinical skills and can be obtained online at the SHSS website at <http://cahss.nova.edu/Downloads/index.htm> under the M.S., Ph.D. and D.M.F.T. in Family Therapy program. See sample evaluations in Appendix

Clinical Requirements for Comprehensive Examination

M.S. Comprehensive Exam

In addition to successfully completing all coursework and obtaining the required minimum 500 client contact hours and 100 supervision hours, students must pass a comprehensive examination as required for the M.S. in Family Therapy degree. This clinically focused examination tests the student's ability to apply what has been learned. Exams are given in the winter term, with makeup exams scheduled in summer and fall as needed. Students are eligible to take the Comprehensive Exam in their second winter term if full time, and third winter term, if part time.

The comprehensive examination is developed by the Program Director in consultation with the faculty and the community advisory council. The examination reviews core curriculum content and ability to apply this material to real life situations. Details of the examination and suggestions for study will be presented each term at a comprehensive examination review, one to three weeks prior to the exam.

Each comprehensive examination answer is reviewed independently and blindly by three faculty reviewers. Faculty has a four-week period of time to complete exam grading. Students may review their exam materials with the M.S. Program Director.

The Comprehensive Exam may be retaken one time after an initial failure. Scoring of the second exam follows the above requirements; two failed examinations result in dismissal from the program. Retake exams can be taken at the next scheduled exam date. Students are eligible to walk in the June graduation ceremony if they have successfully passed the

comprehensive exam. Evidence of completion of practicum/internship hours must be provided to the program office prior to the start of the examination.

Individual Supervision for State Licensure and AAMFT Membership

On occasion, after completing the M.S. in a AAMFT supervised Family Therapy degree, graduates seek private, individual clinical supervision from a member of the faculty. Faculty may offer students referrals to other non-faculty supervisors, or students may refer to the AAMFT website for a list of approved supervisors.

Code of Ethics for Marriage and Family Therapy

http://www.aamft.org/iMIS15/AAMFT/Content/Legal_Ethics/code_of_ethics.aspx

Additional References

- AAMFT
<http://www.aamft.org/iMIS15/AAMFT/>
- Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling
<http://floridasmentalhealthprofessions.gov/licensing/registered-marriage-family-therapist-intern/>
- COAMFTE – Commission on Accreditation for Marriage and Family Therapy Education
http://www.aamft.org/iMIS15/About/About_COAMFTE/Content/COAMFTE/COAMFTE.aspx

FREQUENTLY ASKED QUESTIONS

Some of the most frequently asked questions by practicum/internship students

Q. Who should I speak with about internship/practicum questions?

The Practicum Coordinator is your first source for questions regarding starting, maintaining and completing internships. In addition, you may speak with your program director or faculty supervisor.

Q. What are the requirements of a student prior to beginning practicum/internship?

All students are required to complete HIPAA Security Training and background checks which include fingerprinting during the first term, and prior to seeing clients.

Q. Why is this requirement?

SHSS requires ELECTRONIC fingerprinting for anyone working in FTC and in Broward County schools as well as other sites who that depend on a level two background check from our students and proof of eligibility for internship/practicum.

Q. How do I find a site?

A. There are a couple of ways to find a site. Explore the practicum site list that is available at our online resource website. Each site has information on what the site offers and who to contact. You should be ready with a Resume and cover letter and be prepared to send or take it to the clinical coordinator for an interview. If a student locates a site not listed on the site list, the site may be come approved for student interns by providing information to the internship coordinator for a review. This review determines if the site meets minimum standards.

Q. How long will I have to commit to a site?

A. We encourage students not to change practicum sites after External Practicum I begins, because most sites require a two term commitment and it can be very difficult to find a practicum site that is willing to take you for just one semester. However, if things are not working out, adjustments can be made through the internship coordinator.

Q. What if I start the field based practicum and determine it's not a site I want?

A. Call the Internship Coordinator immediately, she/he will discuss with you the reasons you wish to change sites. Each case will be handled on an individual basis.

Q. If I have questions about my clients who can I speak to?

A. Your site supervisor and any other clinical supervisors approved at your site as well as your NSU faculty supervisor.

Q. Do I have to purchase insurance and where?

A. NSU provides liability students at the start of the year and maintains coverage during all internship/practicums for each student.

Q. How is practicum/internship graded?

A. Practicum is graded as a course and input comes from the site as well as the faculty. A student's faculty supervisor will have primary input on a student's grade.

Q. Who sets my work hours for the internship?

A. Deciding on the hours during which the student will be working on-site is the responsibility of the student and the site supervisor. Issues which should be considered include the meeting times of the student's other courses, if any, and availability of the site supervisor to oversee the student.

Q. Will the internship coordinator or faculty come to any site and observe me with clients?

A. No. This is the task of the site supervisor who will provide input to the student's faculty supervisor.

Q. Who can supervise me? (I.e. credentials, according to the state board of Health).

A. A Licensed Professional Counselor (LPC), Licensed Master in Social Work (LMSW), Licensed Marriage and Family Therapist (LMFT) psychologists (PhD), Licensed Mental Health (LMHC), and psychiatrists (MD).

Q. How many hours are required for Practicum?

Masters students are required to complete 500 hours of practicum, doctoral students are required to complete 1,000 hours. See Practicum/Internship Requirements

Q. Who keeps track of clinical hours and supervision?

A. Students keep track of their hours using the appropriate forms which can be downloaded from the resource website. The forms are then submitted to the internship coordinator who inputs them into a spreadsheet. These hours must be submitted on a monthly basis. A complimentary copy of the report is returned by email to the student for review. Students should maintain copies of all submissions.

Q. Will my 500 hours count toward state licensure?

A. Yes, in the 500 required for the Master's degree, and the 1,000 required for the doctoral programs, which are also required for state licensure. However, the program does not track hours beyond those required for graduating these programs.

Q. Can I start accruing hours before the semester begins?

A. No. You may attend any orientations that the site requires of you, but the hours will not count towards the practicum requirements. You may only begin accruing hours on the first day of graduate classes for the term in which you are registered.

Q. Do I start with a new total every semester or do my hours carry over?

A. You do not have to start over. Continue logging your hours and turning them in to the coordinator. The report will keep an ongoing count of your hours and you should review it to make sure there are no discrepancies.

Q. What paperwork do I need to submit if I decide to add a secondary site?

A. You must submit a new completely signed contract to the internship coordinator, as soon as possible. Refer to the resource website for forms.

Q. Can I accrue hours in between semesters?

A. Yes. However, you must have a supervisor to meet with and to approve your hours on the direct contact hours, and supervision forms. Contact the internship coordinator with questions in this area.

Q. Can I enroll in two practica at the same time?

A. No, since a student builds on the skills attained in each previous practicum.

Q. Can I take a semester off after completing Practicum I & II?

A. Taking a semester off is discouraged, but allowed, and must be approved by the program director.

Q. How accurate should I be in counting hours? And what counts as an hour

A. Do not count anything less than 15 minutes. Using 15 minute blocks of time, round to the nearest quarter hour. A clinical hour is considered 45-50 minutes, with 10 -15 minutes for documentation.

Q. What do I do if I am not getting enough direct client contact hours?

A. Go directly to your site supervisor and ask for more client referrals, consider adding more time to your site availability, consider taking on individual and group cases. In some cases, an additional site will be necessary.

Q. Can I do a practicum where I work?

A. Initial practicums are internal at FTC for both masters and doctoral programs. For doctoral students, it is possible to do external internships and practicums at one's workplace. Approval must be obtained from the student's program director and faculty supervisor. A description of the duties must also be sent to the practicum coordinator. A licensed person must supervise the student in the workplace and the site must meet the NSU DFT program standards for a practicum site. This process must be done before the beginning of the student's practicum/internship.

Q. When do internship supervisions take place?

A. The dates and times for meeting with faculty supervisors are arranged between the student and faculty. For every 15 clinical hours there should be one hour of (DFT faculty) supervision.

Q. If I have accumulated all necessary hours to complete Practicum, may I leave my site early?

A. Internship sites require that you be on site for the entire semester. They are depending on you to carry a client load. In addition, if you are being graded for the semester, leaving early could affect your grade for the term.