

Department of Family Therapy

## **Masters External Practicum Contract**

1. The field placement shall be for interns to gain professional experience in the practice of marriage and family therapy.
  - 1.1 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.
  - 1.2 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. Interns will have an appropriate office or location in which to hold client appointments. The office should be private and ensure confidentiality of the sessions. If the intern conducts inhome therapy, the intern will have a designated workspace for administrative tasks (phone calls, writing case notes, etc.).
4. Initially, interns will receive a comprehensive orientation to the placement site. Thereafter, interns will receive at least one hour of on-site individual or group supervision each week. If interns see more than fifteen hours of clients in a week, they should receive an additional hour of supervision. Individual supervision must not exceed two students per supervision. Interns will also attend individual supervision each week at Nova Southeastern University with a faculty supervisor.
5. Supervision must be clearly distinguishable from psychotherapy and from training activities. Supervision must focus on direct observation, audio/video recordings of interns' clinical work, or review of written notes and description of client cases.
6. Supervisors will have the terminal degree to have license eligible graduate training in their discipline. Interns will be supervised by a family therapist and/or other mental health professionals.
7. The nature and type of services offered by the organization shall be clearly publicized. A written description of the services will be available to clients and referral sources of the service. Clients shall be informed that the intern is a student from the graduate Marriage and Family Therapy program of Nova Southeastern University

8. Interns shall keep complete records of their clinical work after appropriate consent has been obtained from the client and/or family. Client files shall include, at minimum: client name, address, and phone number; permission for treatment and permission for communication with other service providers (if needed); an intake sheet explaining the nature and source of the referral; case notes that include a problem description, goal statement, description of treatment methods, and a summary of results. Client files shall be kept in a locked cabinet in a locked room where only professional staff have access. Confidentiality of client records must be maintained at all times.

9. On-site supervisors will evaluate each intern each trimester. Supervisors will evaluate students according to standard forms used by the faculty of Nova Southeastern University. Supervisors shall evaluate the interns' achievements and need for improvements in the areas of professionalism, clinical pragmatics, integration of theory and practice, and teamwork. These evaluations will be used to assist the faculty supervisor. Interns shall set personal learning goals for each trimester.

10. Interns will evaluate their site supervisors once each trimester. Interns will use standard evaluation forms found on the SHSS website that are used to evaluate practica at Nova Southeastern University. Interns will evaluate supervisor's assistance in learning professionalism, clinical pragmatics, integration of theory and practice, and teamwork.

11. An NSU faculty member will speak, either in person or by telephone, with on-site supervisors at least twice a trimester to discuss student evaluations. NSU faculty will be available at all times to discuss urgent needs or pressing situations. Placements may be discontinued at the discretion of either the on-site supervisors or NSU faculty.

12. All professional activity will be conducted according to the laws of the state of Florida, the 491 Rules of the Board of Clinical Social Work, Marriage and Family Therapy, and Mental Health Counseling.

13. The field placement will provide a copy of a public brochure, vitae for clinical supervisors, and a completed current contract for a file at Nova Southeastern University.



# MASTERS External Practicum

## Contract Specifications

(Please complete ALL information)

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

**Internship Site (Organization)** \_\_\_\_\_  
 Internship Site 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 <i>(Please Print Clearly)</i>	Signature /Date
_____	_____ / _____
Site Supervisor Name <i>(Please Print Clearly)</i>	Signature /Date
_____	_____ / _____
Faculty Supervisor Name <i>(Please Print Clearly)</i>	Signature/ Date
_____	_____ / _____
Program Director	Signature /Date