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History of the MFT Program

The Marriage and Family Therapy Program traces its origins back to the early 1960s, when a group of mental health practitioners from psychiatry, psychology and clinical social work (at the urging of Brother John Egan, CFC) began offering a series of lectures and seminars on counseling to local clergy in the New York area. When these seminars proved to be so popular and highly successful, a 54 credit Masters in Pastoral Counseling was developed, registered with the New York State Education Department, and offered at Iona College.

In the 1980s, the faculty recognized the relevance of the emerging field of family therapy and added a family counseling specialty to the already existing pastoral counseling program. Both specialties were offered until the late 1990s when the faculty was commissioned by Iona to pursue accreditation of the marriage and family therapy program by the Commission On Accreditation for Marriage and Family Therapy Education (COAMFTE), the national accrediting body for such programs in the United States and Canada.

As a necessary step in the accreditation process, a decision was made to restructure the two specialties, pastoral and family counseling, offered by the department. This restructuring was accomplished by constructing two separate and distinct curricula, as well as different supervised clinical experience requirements. In 2002, the restructuring was approved by the College governance and submitted to the New York State Education Department for approval. In August of 2002, the family counseling program was officially re-registered as a Master’s in Marriage and Family Therapy.

In December of 2002, legislation creating the profession of Marriage and Family Therapy was passed and signed into law by then-Governor Pataki.

In December of 2003, the department submitted its CANDIDACY SELF-STUDY to COAMFTE. In May of 2004, COAMFTE conducted a 3-day site visit at Iona College,
and on January 1, 2004, the Master’s in Marriage and Family Therapy was awarded Candidacy Status by COAMFTE through 6/30/09.

In June of 2005, The State Education Department, after reviewing the curriculum and supervised practicum requirements, designated the Iona College Master’s in Marriage and Family Therapy as “Licensure Qualifying.”

In the fall of 2007, the department submitted its initial accreditation self-study, and a COAMFTE Site Visit was scheduled for May 2008. On January 31, 2009, COAMFTE awarded the Iona Master’s in MFT “Initial Accreditation” for six years through 7/01/15.

On May 1, 2015, the Iona Master’s in MFT was awarded Re-Accreditation by COAMFTE for six years through 5/01/2021.

MISSION STATEMENT OF THE MFT PROGRAM

The mission, goals, and objectives of the MFT Program are congruent with those of Iona College and are formed by Professional Marriage and Family Therapy Educational Guidelines and Core Competencies. The Iona College Mission Statement adopted May 2, 2012, reads as follows: Iona College is a caring community, inspired by the legacy of Blessed Edmund Rice and the Christian Brothers, which embodies opportunity, justice, and the liberating power of education. Iona College’s purpose is to foster intellectual inquiry, community engagement, and an appreciation for diversity. In the tradition of American Catholic Higher Education, Iona College commits its energies to the development of graduates recognized for their ethics, creativity, and creative problem-solving abilities; and their enduring integration of body, mind, and spirit.

The mission of the MFT Master’s Program at Iona College is:

“To prepare entry-level Marriage and Family Therapists, utilizing academic training that is: holistic, systemic, relationally-based, with varied clinical
experiences that enhance the application of systemic theory in clinical practice and preparation for working in diverse community settings. The overall goal is to graduate ethical, competent, caring MFTs, who will be able to address complex relational dynamics across the family life cycle, and who are committed to working with a multicultural mindset. Our graduates will be prepared to pass the national licensing examination in Marriage and Family Therapy, and with additional supervised clinical experience in the community, to become Licensed Marriage and Family Therapists.”

The following professional influences guide our mission, goal, and objectives/expected outcomes:

1. Professional Marriage and Family Therapy Educational Guidelines
2. AAMFT Core Competencies
3. AAMFT Code of Ethics
4. AMFTRB Guidelines
5. New York State Mental Health Practitioners Laws, Rules, and Regulations: Marriage and Family Therapy License Requirements

The MFT program will maintain the Standards of Accreditation as determined and promulgated by the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE) to fulfill our mission, goal, and objectives. The theoretical base of the program is systemic and relational, and all faculty are thoroughly grounded in this approach, both conceptually and clinically. The structure of the program includes the study of one’s own family of origin and personal growth opportunities, general professional studies, marriage and family studies, practical clinical experiences, exploring research, individual and group supervision, on-site live supervision of couples and families.
To achieve a set of clearly specified educational outcomes that are congruent with the institution and program’s mission, and appropriate to the profession of Marriage and Family Therapy, the faculty has delineated the following set of Student Learning Outcomes (SLOs):

Student Learning Outcomes:

**SLO 1:** To understand apply relational/systemic clinical knowledge
**SLO 2:** To assess problems in human and family development and interaction
**SLO 3:** To establish an identity as a professional MFT with an awareness of, and adherence to, AAMFT Ethical Standards
**SLO 4:** To acquire licensure preparedness, experience in research, contribution to the profession, and membership in professional organization.
**SLO 5:** To cultivate an understanding and respect for issues surrounding social justice, and diversity/inclusion

From these Student Learning Outcomes, the faculty has also integrated a set of Program Outcomes (POs) and Faculty Outcomes (FOs):

Program Outcomes:

**PO 1:** Prepare students to become entry level clinicians, with a professional identity as MFTs, who will be prepared to serve individuals, couples and families.
**PO 2:** Graduate ethical MFTs.
**PO 3:** Prepare graduates to pass the national licensing exam.
**PO 4:** Provide an environment that recognizes and respects all aspects of diversity and inclusion.

Faculty Outcomes:

**FO 1:** Apply the American Association for Marriage and Family Therapy Code of Ethics to professional behavior and the teaching, supervision, and
practice of marriage and family therapy. Faculty will supervise learners according to the Professional Marriage and Family therapy Principles and Educational Guidelines

FO 2: Communicate with sensitivity, understanding, respect, and a systemic perspective in all professional interactions

FO 3: Be actively involved in the field of marriage and family therapy; maintaining Clinical Fellow status and Approved Supervisor designation in the American Association for Marriage and Family Therapy, as well as being a New York State Licensed MFT

FO 4: Attend conferences, workshops and fulfilling the continuing education requirements of the New York State Education Department, Office of the Professions, and promoting the importance of professional identity as an MFT

Program Description: The Masters in Marriage and Family Therapy is a 54 credit program consisting of 42 credits in didactic courses (14), combined with 12 credits in supervised clinical experience. It is expected that the program can be completed in a three-year time frame, with a maximum allowable time of five years.

The program curriculum and clinical requirements were reviewed by the NYS Education Department, resulting in the program being designated as “Licensure Qualifying.” The program is currently accredited by COAMFTE through May 1, 2021. At present, the faculty and staff of the program are seeking Re-Accreditation.

Graduation Requirements: Students are required to complete all didactic and clinical requirements of the program, as described in this Student Manual and the
Iona College Catalog of Graduate Programs, within the maximum allowable time frame (5 years). The requirements also include maintaining a minimum cumulative G.P.A of 3.0, completing all supervision and clinical contact hour requirements, and completing a Capstone Project. New York State requires the completion of a Child Abuse Recognition and Reporting Training. This requirement is completed as part of the Ethics course (MFT880). Students are advised to keep a secure copy for their own records since it must be submitted with their licensing application.

**Program Course Requirements and Sequence of Courses:**

**SEMESTER 1: (Fall)**

- MFT 509  Introduction to Marriage and Family Therapy
- MFT 531  Group Dynamics in the Family
- MFT 540  Fundamentals of Assessment and Diagnosis in Psychiatry

**SEMESTER 2: (Spring)**

- MFT 551  Pre-Practicum Seminar
- MFT 795  Marriage, Family, and Friendship Therapy
- MFT 880  Ethics in Marriage and Family Therapy

**SEMESTER 3: (Fall)**

- MFT 740  Intimate Relationships
- MFT 895  Research in Marriage and Family Therapy
- MFT 6510  Group Supervision I
- MFT 6710  Marriage and Family Therapy Practicum: Field Placement I
SEMESTER 4: (Spring)
MFT 510 Principles of Life Span Development
MFT 794 Family Approaches to Therapy
MFT 6520 Group Supervision 1 (continuation)
MFT 6720 Marriage and Family Therapy Practicum: Field Placement I (continuation)

SEMESTER 5: (Fall)
MFT 743 Human Sexuality
MFT 630 Relational Psychopathology
MFT 7510 Group Supervision II
MFT 7710 Marriage and Family Therapy Practicum: Field Placement II
   Capstone Project

SEMESTER 6: (Spring)
MFT 741 Parenting
MFT 796 Symposium in Family Therapy
MFT 7520 Group Supervision II (continuation)
MFT 7720 Marriage and Family Therapy Practicum: Field Placement II (continuation)
ATTENDANCE AND CONDUCT:

Students enrolled in the program are expected to attend all class sessions, group, and individual supervisions, except for the most serious of reasons. Where an absence is absolutely unavoidable, it is the student’s responsibility to notify his instructor and/or supervisor directly of the absence. Absences are especially critical during the practicum experience because of their impact on client/s, the supervisory process, and the therapy process itself. Where the student is participating as a co-therapist, this is especially critical since the program’s policy is that both members of the team must be present for a therapy session to occur. Any exceptions will be up to the discretion of the supervisor. If circumstances arise that prevent a student from fulfilling their role as a co-therapist, the following procedure is to be followed:

1. Inform the co-therapist as soon as possible (preferably within 24 hours),
2. Inform the client(s) that the session will be canceled and, if possible, offer an alternative time;
3. The clinical supervisor(s) are to be informed.

Additional specifics of attendance requirements will be listed on individual course syllabi.

While enrolled in the program, students are expected to conduct themselves maturely and professionally. Arriving well before a class/client session or supervision session is to begin is expected and training for future professional endeavors. Good grooming and appropriate dress are expected of all students regardless of the season or weather. Recognizing and appreciating that there are differences in cultural and generational preferences, students are reminded to dress accordingly. Clothing that is too revealing, recreational, or work-related is to be avoided. Business casual is the preferred/recommended approach. Any clarification of this may be discussed with the supervisor.
Assessment of Student Learning and Clinical Skills:

Student performance in coursework and clinical practicum is assessed via a variety of methods. **Didactic courses**: quizzes, exams, classroom presentations, class discussions, special projects, video and journal reviews, and Blackboard assignments are used throughout the program. These will vary from course to course and from instructor to instructor. These will be identified in each course syllabus along with grading rubrics. **Clinical work**: role-playing, written case presentations, audio presentations, video/digital recording, reflecting team, and live supervision. Since we are a COAMFTE accredited program, our supervised clinical experience requirements are derived from the current version of the Accreditation Requirements. Responsibility for documenting the aggregated client contact, supervisory, and direct observation hours rests with each student as well as with the clinical director.

Meeting all of the “Supervised Clinical Experience Requirements” is the responsibility of each student. While the MFT program, through the Clinical Director, will collect each students’ “Form C” at the end of each month and aggregate them, it is the individual student’s responsibility to track his/her progress toward meeting the supervised clinical experience requirements.

**Academic Review**: At the end of each semester, each student’s academic progress in the program is reviewed by the faculty in an Academic Review meeting. These plans are intended to support the individual needs of students in order to succeed in the program. Where the faculty deems it necessary, an “Action Plan” will be drawn up based on the concerns voiced in the meeting. This “Action Plan” will be sent via e-mail to the student and may be discussed, where needed, in a meeting attended by the program director, the student’s mentor, and one other faculty member.
Clinical Review: Similarly, at the end of each semester, the clinical progress of each student enrolled in clinical work is evaluated by the faculty at the Clinical Review meeting, using field placement supervisor and group supervisor evaluations. These plans are intended to support the individual needs of students in order to succeed in the program. Similar to the Academic Review, an “Action Plan” will be drawn up, sent to the student via e-mail, and may be discussed with the student in question. The Program Director, Clinical Director, and either the group supervisor or individual supervisor will be present.

Capstone Project: At the end of the second year of study, students begin what will be their last and most comprehensive evaluation/demonstration of their progress by preparing their Capstone Project. The Capstone requires a student to present a case study from his/her clinical experience utilizing several written case forms, along with a genogram and video/digitally recorded segments from the treatment of the case. At the end of the second year of study, students’ mentors will provide an overview of the Capstone process along with a timeline for its presentation, review by Capstone mentor, and the final presentation. To begin the process of preparing the Capstone, students must be on target for reaching 400 hours (200 being relational) of supervised clinical experience and 40 hours of direct observation supervision by the end of the fall semester. Students who achieve this benchmark will meet with their mentor early in the fall of the third year. A date for the Capstone presentation will be decided on by the mentor when the mentor feels the student is ready for presentation. At the Capstone presentation, two or more faculty will be present.

Grade Appeals: The MFT department follows the stated policies and procedures found in the Catalog of Graduate Programs. If a student feels that an error has been made in assigning a grade, the student should:

1. Discuss the basis on which the grade was made with the instructor, and put his/her concern in writing. If the student is not satisfied with the assigned

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grade after this review of the grading criteria and his/her performance in the course, an appeal can be made to the department chair/program director. This appeal should be made in writing, stating the basis upon which the grade is questioned. Following this review, if the student is not satisfied with the chairperson’s decision, an appeal may be made, in writing, to the associate dean, and if not satisfied, to the dean. In the School of Arts and Science, an appeal must be filed in writing with the instructor no later than 30 days after the start of the next term, excluding summer sessions.

Non-Academic: Complaints: a student who feels that there is a grievance concerning non-academic/grade matters with an instructor/supervisor/field placement site should discuss the grievance first with the instructor/supervisor/field placement site director in question. If the student is not satisfied with the response at this level, the student should put their concern in writing and submit them to the chair/program director for appeal and review. If the student is not satisfied with this review, the student should file an appeal, in writing, to the associate dean, and if not satisfied, to the dean. Students also have the opportunity at the end of each semester to register an evaluation of the supervisor/faculty member via the CTE – Course/Teacher/Evaluation. These evaluations are anonymous and reviewed by the faculty and the program director.

Whistleblower Hotline: in addition to the above policies and procedures, Iona College provides a procedure known as “Whistleblower,” which allows employees to report serious violations or infractions and remain anonymous. Please refer to the Iona College Human Resources web-site pages for the specifics and procedures of this program. 877-472-2110 Reports @ lighthouse_services.com
Student Dismissal for Academic, Non-Academic, or Unethical Behavior

**Academic:** Students are expected and required to maintain a cumulative G.P.A. of at least 3.0 throughout the program. Failure to do so can result in automatic dismissal from the program.

**Plagiarism:** please refer to the Iona Human Resources web-page for the specifics of the Graduate Policy on Plagiarism and Academic Dishonesty. The academic progress/standing of each student is reviewed at the end of each semester in Academic Review Meetings.

**Ethical Behavior:** as student members of AAMFT, all students are bound by the AAMFT Code of Ethics. Any violation of this Code of Ethics may result in a student being dismissal from the program, regardless of academic standing. Please refer to the AAMFT website and also to the AAMFT Code of Ethics for further details.

Clinical progress/standing of all students enrolled in a clinical practicum is evaluated at the end of each semester in Clinical Review.

**Procedure for Dismissal:**

a. a student will be notified, in writing, by the director of the program that the student is being considered for dismissal from the program and the reason for the dismissal (Academic/Clinical/Ethical violations). From the time of notification, the student will not be allowed to continue to see current clients nor to receive new clients.

b. A student who wishes to challenge the dismissal may do so by providing documentation in writing as well as written arguments as to why the dismissal should not be put into effect within two weeks of the notice.

c. If a student challenges a dismissal, said student would be given an opportunity to appear before a committee of faculty members and supervisors chosen by the director. Members of this committee may be from outside the department.
d. The committee will meet with the student, hear arguments, and make a recommendation to the director, who will make the final determination.
e. If a student is not satisfied with this review and decision, that student will have the opportunity to file an appeal, in writing, to the associate dean, and if not satisfied, to the Dean of the School of Arts & Science.

Clinical Manual

Practicum/Clinical Experience

In order to begin the supervised clinical experience – a student must successfully complete the six didactic courses offered in the first year of study (fall and spring semesters). In the spring semester of that first year of the program, the coursework provides particular preparation for clinical/field placement that can begin as early as the following summer.

• The first step in this process is to contact the Clinical Director/ Director of Clinical Placements to begin your orientation. In addition to meeting with all first-year students early that spring in MFT 551 – Pre-Practicum Seminar, the Clinical Director will provide you with all the necessary forms and information that you will need to approach possible placement sites. The Clinical Director will also provide a list of field placement sites that have been utilized in the past, but please keep in mind that you are responsible for researching additional sites as well. No student may begin to see clients at a placement site without the prior approval of the Clinical Director. This approval is contingent upon all paperwork being signed and on file at the Iona Family Therapy Center.

• Prior to registering for supervised clinical experience, a student must have successfully completed the first-year course of study and:
1. Demonstrate emotional maturity and integrity: based on instructor feedback, and an interview with the Clinical Director.

2. Ability to meet time commitment: 24 continuous months, minimum of 1 full day per week, complete 500 hours clinical/100 supervisory hours. And submit a signed agreement between program representative, student, and site.

3. Become a student member of AAMFT, a requirement of the Ethics course completed that semester, and obtain malpractice insurance. A copy of your AAMFT student membership and Certificate of Malpractice Insurance must be submitted to the Director of Clinical Placements.

4. It is mandatory that you read and adhere to this Student Manual at all times. You must turn in the signed sheet that testifies to your having read the Clinical Manual and your agreement to be held by the principals therein.

- Once the student has met the above criteria, the student may begin the supervised clinical experience. It is in the supervised clinical experience that students begin to work with individuals, couples, and families. The goal of your clinical experience is to provide you with opportunities to integrate clinical practice and theory, to develop the necessary/required clinical skills as marriage and family therapists, and to begin to formulate a personal style and therapeutic orientation. Some of the general goals include the following:
  1. Learning the professional use of self as a change agent
  2. Maintaining an active client caseload
  3. Integration of systemic family therapy theories into practice
4. Knowledge and use of the Marriage and Family Therapy Code of Ethics.
5. Professional presentation
6. Awareness of the student role in the group process
7. Appreciation of Marriage and Family Therapy literature
8. An openness to the great diversity among people as well as cultural sensitivity
9. Learning principles of case management
10. Learn how to maintain accurate records of client contact and supervision hours.

**Students enrolled in field placement need to learn to prioritize their clinical duties,** which includes client contact, reflection on self-of-the-therapist issues, as well as individual and group supervision. **Beginning supervised clinical experience involves a transition from an academic/classroom orientation to a hands-on/real-life clinical orientation.** The Iona MFT program is a pre-professional, licensure-qualifying program. **The supervised clinical experience provides the opportunity to integrate the theoretical and academic material through supervised clinical experiences. In essence, it is the heart and soul of the program.**

**Completion of Field Placement:**

Once a student has begun a field placement, it is expected that the student will remain at the particular site until the end of the academic year and complete the practicum. Upon entering a field placement, client contact experience is the
The most crucial aspect of the training program: entering into a therapeutic relationship with another person or persons. It is expected that there will be moments of tension and confusion when the beginning student attempts to integrate theory with actual practice. There will be challenging moments when interactions and behaviors are questioned and challenged in supervision. Furthermore, there will be periods when issues of “self of the therapist” will emerge in the consulting room or in supervision. These can be tumultuous times but also opportunities for growth both as a person and as a therapist. Students are urged to review the Iona college policy on “Conscience Based Referrals,” included in all course syllabi. At such times students may feel the need to remove themselves from the stress-producing situation and seek another “more comfortable – convenient” site. In such cases, students are not to leave but must meet with their supervisor, both at the site and at Iona, with a view toward understanding the underlying issues and coming to a resolution. Students leaving a field placement site without having first discussed their anxiety and/or difficulty with both sets of supervisors will receive an Incomplete for the Practicum and have to repeat at least one semester. However, there will be times when a change of site may be necessary and advisable. When this is the case, determined by supervisors and the CD and the PD, a student will be permitted to change the site. As part of this resolution, it may be necessary for the student to pursue other measures the program deems necessary.

**Termination/dismissal from a field placement**

Termination from a first site will result in the site termination documentation being added to your student files, a meeting with the Clinical Director, Program Director, and Iona Supervisor, and one other faculty member where an “Action Plan” will be drawn up based on the concerns voiced in the meeting. This “Action Plan”
Plan” will be sent via e-mail to the student, and the student will need to sign off on the “Action Plan” and return the signed document to the Clinical Director. Termination from a first site may also result in receiving an “F” grade for your Field Placement Practicum Supervision course for the semester. Termination from a second site will result in the site termination documentation being added to your student files and a meeting to discuss your dismissal from the program. A student will be notified, in writing, by the director of the program that the student is being considered for dismissal from the program and the reason for the dismissal (Clinical/Ethical violations). From the time of notification, the student will not be allowed to continue to see current clients nor to receive new clients.

**MFT 6710/6720 Field Placement I and MFT 7710/7720 Field Placement II Sequence and Requisite Benchmarks:**

**Third Year:** Ordinarily, students register for MFT 6710/6720 Field Placement I in their second year, followed by MFT 7710/7720 Field Placement II in the third year.

However, in order to register for MFT 7710/7720 Field Placement II in the third year, it is necessary to have reached the benchmark of 250 total (including 100 relational) client contact hours during MFT 6710/6720 Field Placement I in the second year. The Clinical Director will verify each student’s status with regard to the benchmark. Those students not reaching the benchmark, will not be able to register for MFT 7710/7720 in the third year until they have met the benchmarks. Once you have met the benchmark, you will be permitted to register at the beginning of the following semester for the Field Placement Practicum II.

**After Third Year:** if at the completion of MFT 7710/7720 students have not reached the graduation benchmark of 500 hours, they must register for MMT, Maintaining Matriculation (External Field Placement- ONLY) for $100 fee until
they have reached the graduation benchmark of 500 hours (including 250 relational hours). Again, the Clinical Director will advise and instruct students on the procedures involved.

Clinical/Client Contact Hours:

- With regard to supervised clinical hours, students are required to meet two separate but related benchmarks in order to graduate: 1. The New York State Department of Education requires 300 hours of direct client contact while enrolled in a master’s program for license eligibility as a Marriage and Family Therapist. 2. Graduates of COAMFTE accredited programs, of which Iona College Masters is one, are required to accumulate 500 supervised clinical hours while enrolled in the program. The 500 supervised hours are to be direct client contact hours. Direct client contact hours are defined as face-to-face (therapist and client in the room for the therapeutic hour) therapy with individuals, couples, families, and/or groups. Activities such as telephone contacts, case planning, record keeping, travel, administrative activities, consultation with community members or professionals, or supervision, are not considered direct client contact. Client Assessment may be counted as direct client contact if they are face-to-face as this process is more than clerical in nature and focus. In addition, of those 500 hours of direct client contact, 250 hours must be “Relational” with either couples or families in the room.

Alternative Hours: Students may submit and apply for up to 100 hours of “alternative hours”, which may consist of “alternative” therapeutic contact, which must be systemic and clinical in nature. Students must supply a brochure or written summary of what will be taking place. Alternative hours, in all instances, must involve client contact. Alternative hours are determined by the department, and therefore, the student must submit a request in writing for authorization of those hours, prior to beginning any potential program.
The Clarification of Terms section in the Accreditation Standards (p. 52) has the following definition of Alternative Hours:

Alternative Hours is a clinical activity involving a therapist and person(s) receiving the alternative service in the same physical space and a therapeutic meeting that is more than clerical in nature and focus. Examples may include interactive experiences that are therapeutic, psychoeducational, or assessment in nature and designed to support a therapeutic goal. All therapeutic activity completed as alternative hours must be evaluated for student competency and included in the clinical student's supervision process.

Examples of Alternative Hours:
- Interactive experiences with specific diverse or marginalized populations designed to be responsive to the therapeutic needs of the persons involved and offered in a manner that is respectful of the person and context
- Interactive activity, individually or in a group, structured to promote specific therapeutic goals such as PTSD symptom management skills, parent-child attachment, couple/family relationship skills, trauma/abuse/domestic violence recovery, or community disaster stress management/support.
- Short-term assessment focused activity using a structured interview process, instrument, or task (e.g., genogram) as part of a personal/relational enrichment experience.

Client Contact Hours Requirements

1. In order to graduate from the COAMFTE accredited Marriage and Family Therapy program, students must accumulate a minimum of 500 hours of supervised client contact hours. If this requirement is not met by the completion of the second practicum/field placement: MFT 7710/7720,
students are required to register for Clinical Continuation and also register for MMT status. **You may only register for MMT Status for two (2) consecutive semesters.**

2. Of the required 500 client contact hours, 250 must be with couples and/or families present in the therapy room.

3. Students should work with a wide variety of people, relationships, and problems.

- Monthly client contact hours must be submitted no later than the 10th of the following month.
- Hours may be submitted without a supervisor's signature to meet the submission deadline, but if submitted without a signature, you must follow up with a signed copy for your official file.
- Hours may be submitted by:
  - Digitally filling out and submitting the form via email

  For Paper versions:
  - Handing-in directly to the Clinical Director or
  - Placing in the mailbox (on the office door, Rm. 103),
  - Email (scan & attach OR take a picture with the phone and send),
  - Fax (914-637-7710)

- Hours that are submitted after the deadline will not be added to your total for graduation. Please remember that this is not only your responsibility as a part of this program; record keeping is a legal and professional requirement.

- **Iona Family Therapy Center Clinical Commitment:**
  Each student must offer at least one day per week for availability in the Iona Family Therapy Center. A prompt response to the assignment of clients is
essential, and students are expected to update their availability on the Team-Up Calendar Scheduler on a regular basis. An Integral part of this process is for the center to be able to promise that therapist trainees will be available. Therefore, we require you to make a day and time commitment. Remember, the more time you commit to, the greater the possibility will be of obtaining more clinical hours. You may schedule a time to discuss this in further detail with the Clinical Director

Clinical Supervision:

Again students are required to meet two separate though related supervision requirements: New York State Education Department and COAMFTE, our accrediting organization.

New York State Education Department: students enrolled in a “licensure qualifying Marriage and Family Therapy program” may be supervised in clinical experience by a Licensed Marriage and Family Therapist, a Licensed Psychologist, a Licensed Psychiatrist, a Licensed Clinical Social Worker (LCSW), and a Registered Nurse Practitioner with training in marriage and Family Therapy. All Iona MFT faculty/supervisors are either licensed or in process of completing licensure requirements in NYS.

COAMFTE supervision requirements for graduates of COA accredited MFT programs: students enrolled in a COA accredited program must receive at least 100 hours of supervision from an AAMFT Approved Supervisor. An AAMFT Approved Supervisor is a clinician who has undergone additional training, including supervision of their supervision, in order to be accredited as supervising from a relational/systemic perspective. All Iona MFT faculty/supervisors are either AAMFT approved supervisors or completing the requirements for this designation.

- Students will receive at least 100 hours of face-to-face supervision.
• Of that 100 hours, students are required to receive at least 50 hours of supervision based on direct observation, which consists of live supervision, videotape, or audiotape. Moreover, at least 25 hours of those 50 hours will be based on live or videotape.

• Individual Supervision will occur at each site at least every other week in which students have direct client contact hours. The requirement for supervision is one hour of supervision for every 5 hours of client work.

• Group Supervision, which is required, will occur once a week of each semester of the clinical experience. Students must register for Supervised Case Seminar I – Group Supervision (MFT 6510 & 6520) during Practicum I. Once completed, the student is then cleared to register for Supervised Case Seminar II – Group Supervision (MFT 7510 & 7520).

• All students, in addition to an external site, must commit some time to see clients at the Iona Family Therapy Center. This requirement is in place for the following reasons: 1. The availability of AAMFT Approved Supervisors (as opposed to NYS supervisors who are approved) in the mental health community surrounding Iona College is quite limited, thereby making it necessary to make this additional requirement. By spending the first practicum year at Iona Family Therapy Center, a student receives at least 40 hours of supervision with an AAMFT approved supervisor. With the additional 60 hours from the two group supervisions (MFT 6510/6520 & MFT 7510/7520), this guarantees all students will accumulate 100 hours with an AAMFT approved supervisor. 2. By establishing this requirement it assures all students that they will begin supervised clinical experience under the supervision of an AAMFT approved supervisor with a relational/systemic perspective.

• **Forms of Supervision may be the following:**
1. Supervision behind a one-way mirror: Students, observing another student(s) clinical work either via CCTV or a one-way mirror, will receive live-group supervision, provided an appropriate supervisor is present, and the students are actively participating in the session. Passive observation of the other student’s work is not counted as supervision.

2. Up to two students seeing a client while being observed via CCTV or a one-way mirror may concurrently receive client contact and live, individual supervision provided the supervisor is actively supervising the case (i.e., phone-ins, consultations, etc.)

3. Video individual and group supervision: when a student presents a videotape in group supervision, the student receives video group supervision. The additional students receive group supervision provided they are involved in the process.

4. Group Supervision: Group supervision consists of a supervisor and a group of students.

5. Therapy and supervision involving supervisors and supervisees: If a supervisor and no more than two supervisees are physically present in the treatment room, the supervisee/s may receive client contact (if the supervisor and supervisee are co-therapists), or supervision, but not both. The role of the supervisors (as supervisor or co-therapist) must be clearly defined prior to the session.

- Direct Observation Supervision- Live, Video & Audio: Students will need to conduct a live session, show video, or play audio within three (3) months of beginning your practicum at the Iona Family Therapy Center.

- Instructions For Completing Client Contact and Supervision Hour Reporting Form C

Site Name: List the name of the site.
**Modality:** This indicates the mode in which client contact and supervision hours were earned.

**IND:** Individual mode for client contact occurs when the student sees one individual, one couple, or one family in the therapy room. Individual mode for supervision occurs when 1-2 students work with the supervisor.

**GRP:** Group mode for client contact occurs when the student sees a group of individuals, a group of couples, or a group of families in the therapy room. Group mode for supervision occurs when 3-6 students work with the supervisor.

**Alternative:** Alternative mode for client contact occurs when the student engages in any direct client contact as defined in standard 151.01. No more than 100 hours of alternative direct client contact may be counted toward the total client contact hours.

**Client Contact Hours:** List the number of face-to-face client contact hours earned by each student in each category and in each modality.

**IND:** When a student sees one individual in the therapy room. This time should be logged in the IND row, and in the GRP row when a student sees a group of individuals.

**COUPLE:** When a student or co-therapy team sees a couple in the therapy room. This time should be logged in the IND row, and in the GRP row when a student sees a group of couples.

**FAMILY:** When a student or co-therapy team sees a family in the therapy room. This time should be logged in the IND row, and in the GRP row when a student sees a group of families.

**RELATIONAL:** Add the COUPLE and FAMILY columns together (numbers in the INDIV GRP cell should NOT be counted as relational client contact). This total relational number should no longer be figured as a percentage, but rather as the total number of relational hours earned.
TOTAL CLIENT HRS: Add the INDIV, COUPLE, and FAMILY columns.

Supervision Hours: List the number of supervision hours earned by each student in each category and modality.

CASE RPT: All forms of supervision NOT based on raw data. See the definition of raw data listed below.
LIVE: The supervisor live observes a student conducting therapy through a one-way mirror, TV monitor, or another observation device.
VIDEO: The supervisor observed a videotape of the student conducting therapy.
AUDIO: The supervisor listened to an audiotape of the student conducting therapy.
DIRECT OBS: Add the LIVE, VIDEO, and AUDIO columns. This should no longer be figured as a percentage, but rather as the total number of direct observation hours earned.
TOTAL SUPERV HRS: Add the CASE, RPT, LIVE, VIDEO, and AUDIO columns.

Cumulative Totals: Total each student’s client contact and supervision hours in each column, adding all hours earned at different sites together.
The form is to be submitted to the Clinical Director monthly with the signature(s) of your supervisor(s).

Supervision Log: The supervision log should be used to record Iona College supervision ONLY. This includes group and individual supervision received at Iona. This form should be initialed by the group and individual supervisors.

Field Placement Sites

- The department maintains a list of approved clinical sites that should be sufficient in providing both the appropriate client contact and supervision
hours. Please note that supervision must be provided weekly at the field placement site at the required ratio of 1 hour of supervision for every 5 hours of client contact. Also, note, it is impossible to assure students of a steady client load at any clinical site. Weather issues, illness, overtime, family emergencies are all possibilities and usually occur – thereby reducing the number of hours scheduled to the actual number of kept appointments. Students are encouraged to secure two placement sites provided the site is able to meet all accreditation and NYS licensure requirements. Accreditation standards require certain conditions to be met by off-site supervisors. All site supervision must be provided by individuals paid for by the agency.

- A signed agreement between the Director of Clinical Placements, the student, and the external site supervisor must be on file prior to the student beginning fieldwork. It is also required that the external supervisors submit a Curriculum Vitae to the department.
- The field placement agreement has an “effective on” and an “in force until” date on it. Once this agreement is signed, leaving a site early without following site termination protocol could result in a failing grade for field placement.

Early site termination protocol:

- If early termination of a field-placement is necessary, the student is responsible for organizing a meeting between their field placement supervisor, the Clinical Director, their individual supervisor in the MFT program and the Program Director to obtain permission to do so as well as to develop a plan to do so ethically.
- All supervisors must be licensed: either an LMFT, LCSW, Licensed Psychologist, or Licensed Psychiatrist. The ideal is that the supervisor is an AAMFT Approved Supervisor.
In addition to a placement site, you must plan to spend time at The Marriage and Family Center for a block of time for group supervision and to be part of an observation/reflecting team.

At the completion of each practicum, all trainees are required to complete written evaluations of the supervision experience and to evaluate the field placement site.

At least once each year, Alana Millings, M.S., L.M.F.T., Clinical Director, will visit sites that are currently serving as field placement sites for our students.

**Substance Abuse Programs as Field Placement Sites:**

- Many substance abuse programs do not provide our students with the quality of therapeutic interaction that is preferred by our program. For example, They allow for discussion groups instead of therapy groups.
  - For this reason, choosing a substance abuse program as your primary field placement may only yield “alternative hours”- which again, must be pre-approved and are limited to 100.

**PLEASE NOTE:** If you are terminated from a clinical site for ethical or professional reasons, you may be dismissed from the program, or faculty may consider an Action Plan for remediation. A second termination for such reasons will result in dismissal from the program. If a student is experiencing difficulties or challenges of any sort in their clinical placement, they must address this in supervision, either individual or group, in order to avoid seriously compromising the therapy they are providing, a grade or evaluation of deficiency, or at worst failure/dismissal.
Iona Family Therapy Center

• The Iona Family Therapy Center is a training facility operated and staffed by the Marriage and Family Therapy program. It is located in Egan Hall on a quiet residential street off the main Iona campus. The Center has offered low-cost individual, couple, and family therapy to New Rochelle and surrounding communities for over 40 years.

• Egan Hall
  45 St. Paul’s Place
  New Rochelle, N.Y. 10801
  914-633-2074

  **Hours of Operation:**
  Monday – Thursday: 9:00am to 9:00pm – (last appointment 8:00pm)
  Friday: = 9:00 am to 5:00 pm
  last appointment (4:00 pm)
  There are limited hours in the summer subject to supervisor availability

• The student therapists in the Center are students enrolled in the M.S. in Marriage and Family Therapy (MFT) program;

• Iona MFT students see clients under the supervision of the MFT clinical faculty.

• The Center offers services for a wide variety of concerns and issues including:
  - Relationship problems
  - Parent-child issues
  - Separation and divorce
  - Single parenting
  - Re-marriage issues
  - Blended families
  - Communication issues
  - Grief and loss
- Life transitions
- Depression and anxiety

- **Our Philosophy** of training, therapy, and supervision focus are on relationships and systems with the result that we regard the entire family as the unit of treatment. Instead of focusing on traits or symptoms in individual members, we emphasize such factors as relationships, communication, and the influences of the larger systems that we live in, such as culture and gender.

- While we tend very strongly to see the nuclear family, we do not limit therapy to those members and often include the extended family as well. We focus on family and systemic strengths as an accessible and effective resource for easing, managing, healing, and preventing dysfunctional relationships and behaviors.

- Very often, our work is brief, lasting several months, and is solution-focused. It is aimed at resolving specific problems. Even when working with individuals, our approach is systemic in that we believe that behavior changes in one individual can often result in changes in the entire family system.

- **Center Staff:**
  
  **Program Director:** Lisa Rene Reynolds, Ph.D., LMFT, A.S.
  
  **Clinical Director:** Alana Millings, M.S., LMFT, A.S.

  **Supervisors:**
  
  Lisa Rene Reynolds, Ph.D., LMFT. A.S.
  
  Alana Millings, M.S., LMFT, A.S.
  
  Yaliu He, Ph.D., LMFT, AS
  
  Christina Awosan, Ph.D., LMFT, AS
Position Descriptions:

Program Director (Lisa Rene Reynolds) is responsible for the overall functioning and development of the MFT program; oversees the accreditation process, writes annual reports, ensures compliance with accreditation standards, and maintains an on-going liaison with the Commission on Accreditation and with AAMFT national office; oversees advising, monitors the satisfactory progress of students, and interfaces with Graduate Advising and Certification personnel in the school; prepares annual program reports to the College; coordinates the development of MFT curriculum, course scheduling, and faculty assignment; oversees the development of program materials; prepares the agenda for and chairs the MFT faculty meetings; reviews program budget; communicates program needs to the Dean of the College; ensures ongoing maintenance of student and program files; oversees clinical training of students; provides clinical supervision for students seeing clients at the Family Therapy Center.

Clinical Director (Alana Millings) works with the Program Director, manages and develops the Iona Family Therapy Center; develops and ensures effective liaison with practicum sites; receives and acts on internship proposals from master’s program students, develops contracts with internship sites, interfaces with internship supervisors, receives end-of-term evaluations from students and supervisors, maintains internship files for individual students; manages clinical database; and markets the Family Therapy Center.

Center Procedures
Intake Process
1. Intake: When a potential client calls the Center, an initial interview is set up with the Clinical Director. The Clinical Director primarily
interviews all potential clients. Once the initial interview has been conducted, the case is then assigned to a student therapist. (All Couple and Family cases are assigned to a co-therapy team of student therapists, based on the availability of students.) The Clinical Director makes a file and notifies the student therapist of a new case assignment. The student therapist locates the case file in the Medicat program under the assigned student-therapist name.

2. **Client Digital Files – MEDICAT:** the Iona Family Therapy Center now utilizes a digital record-keeping system that is accessible on all of the Center's computer stations with the appropriate registration of a student and an individual password. Prior to seeing clients at the IFTC, new students will be oriented to the Medicat system by the Clinical Director. Each student will be assigned an individual log-on password that will enable the student access to only their client at any computer workstation in Egan Hall. The CD, PD, and faculty supervisors will have access to student records for supervisory purposes.

All client materials are entered and maintained on the Medicat system. Each student therapist has computer access only to their clients’ files, thereby ensuring confidentiality. Each folder contains a copy of an initial assessment, intake information, counseling agreement, and the informed consent forms. **The student therapist should have the client sign the counseling agreement and the informed consent forms by the end of the first session.** The student will review the file prior to meeting with the client. Progress notes, termination forms, letters, pertinent materials from other agencies or schools are kept on the Medicat system.

Students' access is limited to their client files, but supervisors and the Clinical Director have access to all files. Students should also be cognizant at all times of maintaining confidentiality when they are entering data onto a client file or reviewing a client file in preparation for a session or for supervision. Computer screens should not be left on and unattended for any reason to ensure confidentiality.
Once a student is notified by the Clinical Director of an assignment, the student therapist must promptly follow-up with a call to the client and set an appointment for the first session.

Students may only schedule appointments when a supervisor is on-site. All appointments must be entered on the Teamup calendar a week in advance. It is the student’s responsibility for placing appointments on the Teamup Calendar in order to reserve a session room. Schedule changes need to be discussed with both your supervisor and the Clinical Director before finalizing them. Students are responsible for and expected to update the Teamup calendar in a timely fashion for all scheduled and canceled appointments. Appointments not kept should be noted as canceled on your weekly therapist report. YOU MUST notify the Center Supervisor, the Clinical Director, and your supervisor if you are not coming in as scheduled. Clients should be advised to call the Center and their student therapist if they are unable to keep an appointment. The student is then responsible for notifying their co-therapist and supervisor. Clients are expected to give 24-hour notice of cancellation. Otherwise, they will be expected to pay for the missed session.

Fees: Fee for the Intake is set at $50. Fees for on-going therapy are based on a sliding scale. We do not accept insurance plans of any type. This service is free to Iona College students, faculty, administration, staff, and their families. Payment for sessions is given by the client to the student therapist at the end of each session. Clients may pay by cash or check. Payable to Iona College. Payments are to be placed in an appropriate envelope and deposited in the safe, which is double locked and kept in the closet on the stair landing. All clinic fees should be stored in the safe by the end of your day at the IFTC.

Student Attendance: Students are expected to be on time for client appointments and for their weekly supervision. Students will conduct weekly, 50- Minute sessions with their clients, with the exception of designated vacation and holiday times when the Center will be closed.
Whether or not a student had a session, students are expected to attend the scheduled supervision that week unless otherwise permitted by the supervisor.

**Record-keeping:** It is the responsibility of each student at the Iona Family therapy Center to keep their schedule up-to-date on the Teamup calendar as well as keep their client files up-to-date in Medicat. Students will be expected to enter their weekly progress notes immediately after the session. Each therapeutic hour consists of a 50-minute “session” with 10 minutes left between sessions for record-keeping and preparation for the next client. Each student only has access to their own cases. They are to be signed and dated with month, day, and year. Records will be reviewed electronically by their supervisor, who has access to student files. The supervisor will review case notes and indicate so via electronic signature. **It is imperative that we keep our files current and accurate; uncompleted progress notes and incomplete client files place the Center and your own professional career in a compromised position both ethically and legally.**

1. Progress/Session notes enable each student therapist to review and reflect on each session: what their goals were, and what actually transpired. It offers an opportunity for a critical review of the students’ interactions and interventions in the session. It enables student-interns to review a prior session in order to prepare for the next session. The progress notes should be written concisely and to the point. Base observations on what is seen and heard and document that. Avoid opinions and impressions. If a student therapist wants to include an opinion or intuition, own it specifically as such, not as a fact. Progress notes must be consistent with stated goals of therapy; the entries need to show justification of continuation of plan or change in plan, goal, or task.

2. Progress/Session notes allow the supervisor on a weekly basis to review the student therapist’s work with clients, especially work that has not been covered in depth in supervision. The
supervisor is responsible for the clinical work done in the Center and must know the process and progress of the cases. The supervisor is able to track the course of therapy and offer constructive suggestions about the course of therapy, as it is described in the progress notes, using Medicat.

When a client terminates, a termination summary must be completed, entered on Medicat, signed by student and supervisor. The Clinical Director must be notified that the client is terminated. Records may be requested at any time. If any client record is subpoenaed or any client requests a letter regarding their case, the Clinical Director must be informed. The request will be handled by the Clinical Director and vetted by the College attorney as per College policy.

Telephones: Telephones in the Center are available for student therapists to contact their clients. They are not available for personal calls. Personal calls are not to be taken during sessions except for the most serious reasons. If there is a serious reason for receiving a call during a session, excuse yourself and leave the room to take the call.

Recording- VALT System: the Iona Family Therapy Center now utilizes a Digital Recording System that is accessible on all of the Center's computer stations with the appropriate registration of a student and an individual password. Each therapy room in Egan Hall contains a hardwired video camera. Prior to seeing clients at the IFTC, new students will be oriented to the VALT system by the Clinical Director. Each student will be assigned an individual log-on password that will enable the student to record only their clients at any computer workstation in Egan Hall. The CD, PD, and faculty supervisors will have access to all recordings for supervisory purposes. Each student therapist has computer access only to record or view their own clients’ files, thereby ensuring confidentiality.
Therapy sessions may be recorded only with the express permission of the client. Informed Consent/Permission forms are available for this purpose and need to be signed before any recording is begun. The IFTC allows for recording in every room in Egan Hall. **Under no circumstances are client sessions to be recorded on personal digital devices, i.e., cellphones, digital notebooks, laptops.** The only acceptable digital recording device permissible, after consultation with your supervisor and the Clinical Director, is one with an Encrypted USB. Students found in violation of this policy will be subject to Clinical Review for violating a HIPAA regulation.

**Student Forms:** Students are responsible for filling out weekly reports and giving them to the Clinical Director. These forms indicate clients seen that week and attendance at supervision. In addition, students are to fill out the Form C and Supervision Log, which are to be signed by individual and group supervisors.

**Confidentiality:** Confidentiality is a paramount responsibility for the Iona Family Therapy Center and required ethically and legally. All information regarding clients, including medical, financial, and treatment information, is to be kept strictly confidential and released only upon the written consent of the client AND after discussion with your supervisor and the Clinical Director. When phoning a client, student therapist should leave only their name, phone number, and request a return call. To protect the confidentiality of our clients, if you have to leave a recorded message or speak with another person, do not indicate that the call is from the Therapy Center nor identify who you are other than your name. Students only have access only to the files of their particular clients via Medicat. Your work with your client(s) is discussed in supervision.

**MFT Center Rules at a Glance:**
1. All conversations related to client issues conducted in Egan Hall are required to take place in one of the therapy rooms with the door closed – never in a public space nor outside of the building.

2. There is to be no gathering on or near the steps or in the waiting area. If you need a review/enter data in a file via Medicat, ensure that you have established privacy and confidentiality.

3. Do not schedule any therapy sessions without first having reserved the room on Teamup.

4. **Business casual is the required dress.** No jeans, sweats, ripped or frayed cut-offs, or other recreational wear. Shoes, loafers, sandals are acceptable – no flip-flops or sneakers. Clothing should be comfortable and appropriate to the weather but never too revealing.

5. All sessions should begin and end on time. A clinical hour/session is 50 minutes, leaving you with 10 minutes to jot down notes, catch your breath, and prepare for the next session. You should be here before your client arrives. It also goes without saying that if you should ever arrive at the same time as your client, you should avoid small talk.

6. Do not escort your client to the front door or down the stairs. After the session, please take the appropriate fee and allow your client to leave.

7. If you are the last person out at night, be sure to log off the computer if you have used Medicat, close any open windows, turn out all lights, turn off the sound machines, and lock the front door.

8. All electronic devices should be turned off during your sessions. You may turn on your devices at the end of the session to review any important messages.

9. Please do not leave any confidential materials on a staff or faculty member’s desk, or in their mailbox at Egan.

10. Submit all clinic fees that you have collected from your clients in a timely manner. They should immediately be placed in the safe that is in the
double-locked closet on the stair landing between the first & second floors of Egan.

11. Do not offer or accept rides to or from your clients, nor agree to pick up or drop off a client, regardless of distance, temperature, or circumstance.

12. All confidential material is to be kept under your control at all times AND never taken from the building. All food and drinks should be consumed in the kitchen (Never during therapy).

13. After any double session, which should occur only on rare occasions, you are required to email your individual supervisor within 24 hours, notifying them that you conducted a double session along with the rationale for it. Double sessions without an accompanying rationale will not be counted. Please leave out the client's identifying information in your email to your supervisor. Your supervisor will discuss the decision to conduct a double session with you at your next supervision at his or her discretion.

14. Under no circumstance should any student be in The Family Therapy Center alone with a client. In addition to the Clinical Director, who is here daily from 9 to 5, there is a faculty supervisor present every night that the Center is open for therapy. If, the Clinical Director or the assigned supervisor is not present DO NOT ENTER THE BUILDING NOR SEE A CLIENT.

15. Students are at all times to properly identify themselves and their level of training: you are student interns in a Masters level training program, and you are conducting clinical work under the supervision of a licensed mental health professional.

16. Supervision of Young Children: No young children are to be left unattended in the Center. Fellow students, supervisors, the Clinical Director are not to directly nor indirectly supervise children. If the
children of a particular family cannot sit quietly in the corner of the room while therapy is conducted, they must remain at home.

Clinical Emergencies:

Emergency Procedures: the following procedures apply only to persons who are current clients of the Iona Family Therapy Center. If persons not affiliated with the Center call for emergency services, they are referred to outside sources where they reside, the 911 operator or St. Vincent's Crisis Prevention and Response Team at (914) 925-5959.

Clients of the Iona Family Therapy Center may need assistance from their student intern or other emergency services after the Center's hours of operation.

a. When a client calls the Center after closing hours, the answering machine will direct them to call the local 911 number and direct them to seek emergency assistance locally. If an emergency telephone message is left on the Center answering machine or the Clinical Director’s line, the student intern will be notified as soon as possible – most likely the next business day.

When a client calls the student intern directly with a request for emergency services, the student intern is to listen to the client’s request, attempt to reduce anxiety and assess what might be most beneficial at that moment. Depending on the degree of severity and/or potential harm to self or others this may include: offering an emergency appointment (contingent on the student interns availability, as well as the presence of a faculty supervisor), providing referral sources (local emergency room), or contact emergency number 911 (if there is potential physical harm to self or others). The student intern is then to call his/her supervisor immediately for follow-up.
b. When a client calls and leaves a voice message with a request for emergency services, the student intern is to call his her supervisor to review the request, review the protocol in section b and jointly formulate a response, and then is to return the client's call.

**Suicidal Clients:** during the intake procedure, clients are assessed for depression as well as hopelessness and suicidal ideation. While these feelings may not be reported or present at the time of intake, they may emerge at a later time in therapy. You must assess for the degree of depression as soon as they are brought up, and in particular, feelings of helplessness/hopelessness, suicide ideation, suicide plans, intention, self-control, and other social/relational resources.

**If there is reason to suspect the possibility of a suicide attempt is real and imminent student interns should:**

1. Consult with their supervisor immediately, either by calling him immediately or inform the client that you need to take a few moments to discuss this matter with your supervisor
2. Assess the degree of certainty about the plan, any implementation, and any other family/relational resources accessible to the client,
3. Work therapeutically to open other options for the client,
4. Construct a safety plan and commitment for and with the client,
5. Supply the client with local emergency phone numbers,
6. Enlist, with the client’s consent and agreement, the help of family and friends for a suicide watch.

If the student intern and the supervisor have reason to believe that the client will not keep the contract, the intern will encourage the client, along with a family member or close friend, to go to a local emergency room or a psychiatric hospital. Under no circumstance, drive a suicidal client to a hospital.
In the event that the client refuses to do any of the above, it may be necessary for the student intern to implement an involuntary admission to an inpatient facility. This is to be done only in consultation with the student’s supervisor. This will involve the New Rochelle Police Department. The session must be documented immediately in the client’s file.

**Child Abuse/Neglect:** as mandated reporters, any known or suspected past or present abuse or neglect of minors under the age of 18 must be reported to the appropriate local protective services agency. Student interns are to immediately discuss any such material/revelation with their supervisor in order to discuss the most appropriate method for dealing with this situation. Thorough documentation is crucial and mandatory.

**Duty to Warn:** if a client makes a threat of bodily harm against someone, it is the student intern’s duty to notify local authorities as per the “duty to warn” mandate. The student intern is to immediately discuss with the supervisor the most appropriate method of dealing with this situation. Again, thorough documentation is required.

**Crisis in Session:** in the rare eventuality that a crisis develops during a session and assistance is needed, the student intern is to call/text the supervisor on duty immediately. If the student is not able to be explicit but needs assistance the student intern is to call/text the supervisor on duty and say: “My ac/the heat is not running properly could you come and adjust it.” If a student intern notices a concealed weapon, they are immediately to excuse themselves from the session and go to the Clinical Director, their supervisor, or the supervisor on duty.
Under no circumstance are student interns to attempt to break up a fight between clients. If there is an outburst in session, student interns are first to use verbal means to de-escalate, next to see the clients separately, and lastly, to terminate the session.

External Clinical Placement Sites Requirements

- A continuous 12-month clinical experience in marriage and family therapy should be available at the field placement site.
  1. Sites should have day and evening hours.
  2. Weekend hours are desirable.
- Caseloads at the field placement sites should be sufficient to provide student trainees with direct client contact sufficient to meet requirements of the program.
- The field placement site should provide cases, some of which are with couples and families.
- There must be a capability for a variety of presenting problems and family configurations.
- There should be a capability for cultural and ethnic diversity of the client population.
- A minimum of 1 hour of individual supervision for student trainees should be provided at the field placement site (individual and group) for every five (5) hours of client contact.
- Documentation of liability insurance for students must be confirmed. Liability insurance may be provided by the field placement site, the Marriage and Family Therapy program, or the student trainee.
- Mechanisms for evaluating both the field placement site and the supervision (by the student), and the student’s performance (by the site staff) will be demonstrated.
1. A written evaluation is due at the end of each semester.
   There must be contact with the program via phone and/or visits to
   the agency by the Clinical Director.

- Accurate records of client contact and supervision hours of each student
  will be documented and maintained at the field placement site. These
  records will be verified by the appropriate field placement site personnel
  and made available to the Marriage and Family Therapy program.
- The field placement site will provide adequate facilities and equipment for
  the intern to carry out the designated responsibilities.
- Procedures for providing students with an appropriate orientation to
  policies and procedures of the field placement site will be established,
  maintained, and demonstrated.
- Field placement sites will have published policies and procedures for
  handling grievances.
- Field placement sites will have published policies prohibiting discrimination
  on the basis of race, ethnicity, religion, and gender.
- Field placement sites will document, in contracts or other agreements, their
  formal adherence to the criteria set forth in this section.

Clinical Experience Policies:

Liability: Students are required to obtain and keep up-to-date malpractice
insurance. This is obtained through student membership in AAMFT. Students
are responsible for keeping their insurance up-to-date, renewed annually and to
submit a copy of your current malpractice face-sheet to the Clinical Director at
each renewal.

School/Agency Holidays and Vacations: Students are not required to attend field
placement agencies on university holidays or during winter and spring break.
However, there may be occasions when the university is closed, but the agency is
open. In this instance, the student is expected to be at the agency. During the break between semesters, the student may take two weeks away from the field agency with approval but must attend field placement during the other weeks: the student and the supervisor must agree which two weeks are selected, giving consideration to the agency schedule and needs of the clients. At all times, the required minimum hours must be maintained, and you must keep track of your accumulated hours.

**Student Absences:** If a student is absent due to illness or a death in the family, he or she is expected to notify the agency and plan for client needs. The student does not need to make up the days missed if the minimum number of hours are met.

**Student’s Personal Growth:** The Marriage and Family Therapy Program recognizes the value of therapy and encourages students to participate in this personal growth experience whenever/wherever possible. If a student is interested in pursuing personal therapy and/or family therapy, or if a supervisor feels that therapy will be of benefit to the supervisee, appropriate therapy resources are available which are generally geographically and financially accessible. Referrals will not be made to any of the program’s faculty. All discussions between supervisor and supervisee are confidential with regard to a referral for personal therapy.

**Conduct and Attire:** It is imperative that MFT students conduct themselves in their field placement sites with professionalism. Arriving on time at one’s field placement site, and for all client and supervisory appointments is required at all times. Lateness is both unprofessional and inconsiderate of those awaiting us. Student’s attire is equally important and should at all times be proper, i.e., at least business casual when conducting clinical work. Attire such as shorts, sweatsuits, and flip-flops and those that are too revealing are not appropriate for a
professional setting. Please always be aware of the attire criteria for each specific field placement sites.

**Policies and Procedures Regarding the Transportation, Storage, and Transmission of Confidential Media from External Field Placement Sites.**

- MFT students engaged in clinical work at external field placement sites are subject to the same requirements regarding confidentiality and portability of client confidential materials. Policies for the digital recording of client contact may vary from external agency to agency. Thus it is essential to discuss and receive permission for recording at an external agency. Where digital recording is permitted at an agency, students will first discuss the possibility of digitally recording a session with the client and will receive written permission for the same before beginning any recording. MFT students will discuss the nature of the recording process, storage, transportation, and uses of their media materials, including the nature of supervision. Each MFT trainee in the Marriage & Family Therapy program will be responsible for preserving, transporting, storage, safety, and confidentiality of his/her confidential media materials.
- Confidential media material will not be left unattended on a desktop, or in a video player.
- Unauthorized persons will not be allowed to view/hear any recorded materials.
- MFT trainees will not utilize any client identifying data on recorded materials. All confidential recorded materials are to be identified by the MFT student’s initials.
- If an MFT student is reviewing confidential media materials by him/herself for training purposes, the student must take all steps to ensure privacy and confidentiality are maintained: i.e., doors closed, white noise machine turned on, and no unauthorized persons present.
• The only acceptable and HIPPA compliant digital recording device is an “ENCRYPTED USB.”
• When transporting confidential recorded materials from an off-campus field placement site, MFT students will safeguard both the confidentiality and the custody of the material at all times: i.e., recorded materials are not to be left out in the open or unattended at any time.
• If confidential media material is to be given to a supervisor for review, it must be hand-delivered, not left in a mailbox, or on a desk.
• At the completion of all treatment, all confidential media material is to be erased, except in cases where the Family Therapy Center has specifically requested and received written permission from all clients involved in the tape to retain the tape for training purposes. At the end of the Capstone presentation, any and all digitally recorded case materials are to be handed over to the Clinical Director for erasure/disposal.
• All confidential recorded material that is the product of the Family Therapy Center or an off-campus field placement site will be stored under lock and key in the Clinical Director’s office.

Iona Masters in MFT: Recruitment, Admissions, and Retention:

Recruitment: Iona College utilizes a variety of media to advertise and recruit students to the Masters in MFT, including print media and holding several Graduate Open Houses. Admissions: refer to the Admission Office website at Iona.edu. Retention: our retention rate is 86% over the 2009-2010 – 2015-2016 cohorts.

Minimum Technological Requirements of Students: basic computer literacy skills are required: Microsoft Word, Excel, PowerPoint, Blackboard, SmartBoard: tutorials, all of which are provided by Ryan Library staff. A digital medical records
system (Medicat) is utilized for clinical record keeping, and an online Video recording system is utilized for recording therapy sessions for which tutorials are provided at the beginning of the clinical sequence in the second year.

**Iona’s Academic and Artistic Freedom Statement:** can be found on the Provost’s web-pages @ Iona.edu.

**Anti-Discrimination Policy:** Iona College does not discriminate on the basis of race, color, religious creed, age, sex, socio-economic status, national origin, marital/partnership status, ancestry, past or present history of mental disorder, intellectual/learning disability and/or physical disability, sexual orientation, gender identity and/or expression or genetic information in its programs, services, and activities. In addition, the College does not discriminate in employment on the basis of veteran status or criminal record. The following individual has been designated to handle inquiries regarding the non-discrimination policies: Jennifer Morris, College Title IX Coordinator, 914-633-2643, jmorris@iona.edu, Iona College 715 North Avenue, New Rochelle, New York 10801

**Licensing as a Marriage and Family Therapist:**

**New York State:** As a “Licensure Qualifying” program in New York State, the Iona College Master’s in Marriage and Family Therapy meets all the requirements for “licensure eligibility.” Plus, as a “licensure qualifying” program, the supervised clinical hours (500 minimum) accumulated while in the program are counted toward the post-degree supervised clinical hours required for licensure (1500) in New York State.

**Iona MFT Masters Portability:** while the majority of our graduates have achieved licensure in New York, several graduates have obtained licensure in other states.

Revised 2020: lrr/am/rab
While the degree from COAMFTE accredited Masters programs is generally accepted in most, if not all, states, some states do require additional coursework. If a prospective student intends to re-locate to another state, that student is advised to consult with the AAMFT’s summary of MFT degree portability located under “Degree Portability” on the AAMFT website. The same holds true for the supervised clinical experience requirements.
AGREEMENT

I _____________________ acknowledge receipt of the Iona Master’s in Marriage and Family Therapy Program’s Student Manual.

I have read the Manual and agree to abide by the principles and provisions contained therein.

___________________________________________
Signature                                      Date