MARRIAGE AND FAMILY THERAPY PROGRAM

STUDENT MANUAL

REVISED: SUMMER 2016
History of the MFT Program

The Marriage and Family Therapy Program traces its origins back to the early 1960’s 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 clergy and religious in the New York metropolitan area. When these seminars proved to be 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 1980’s, the faculty recognizing the relevance of the then emerging field of family therapy, added a family counseling specialty to the already existing pastoral counseling program. Both specialties were offered, until the late 1990’s, 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). COAMFTE is the national accrediting body for marriage and family therapy programs in the United States and Canada.

As a necessary step in the accreditation process a decision was made to re-structure the two specialties, pastoral and family counseling, offered by the department. This was accomplished by constructing two separate and distinct curricula as well as different supervised clinical experience requirements. In 2002 the re-structuring 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 a 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 a six year period through 7/01/15.

On May 1, 2015 the Iona Master’s in MFT was awarded Re-Accreditation by COAMDFTE
MISSION STATEMENT OF THE MFT PROGRAM

The mission, goals and objectives of the Marriage and Family Therapy 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 Master’s Program in Marriage and Family Therapy (MFT) at Iona College is: “To prepare entry-level Marriage and Family Therapists through a combination of academic training that is clearly holistic, systemic, and relationally based coupled with varied clinical experience that enhance its application in clinical practice 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.”

Our mission, goal, and objectives/expected outcomes are guided by the following professional influences:

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.”

To fulfill this mission the MFT program will endeavor to maintain the Standards of Accreditation as determined and promulgated by the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE). 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, the study of one’s own family of origin, personal growth opportunities, general professional studies, marriage and family studies, practical clinical experiences, individual and group supervision, on-site live supervision of couples and families is guided and influenced by these influences.

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In order 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, in the spring of 2011 began the process of reviewing the above captioned professional influences in order to establish an appropriate set of achievable, measurable Student Learning Outcomes (SLOs). The process yielded the following set of Student Learning Outcomes (SLO):

SLO 1: To establish an identity as a professional Marriage and Family Therapist with an awareness of ethical conduct that promotes justice, peace, and civic responsibility,

SLO 2: To understand the theoretical and philosophical constructs of Marriage and Family Therapy,

SLO 3: To assess problems in human and family development, utilizing intellectual inquiry and critical thinking to inform and communicate professional judgments,

SLO 4: To understand and apply clinical knowledge adapting to new information and technologies,

SLO 5: Integrate research with clinical skills and knowledge, adapting to new information and technologies,

SLO 6: To apply an understanding of diversity issues to advance human rights and social and economic justice.

From these Student Learning Outcomes the faculty has also derived and integrated a set of Program Outcomes (PO) and Faculty Outcomes (FO):

Program Outcomes:

PO 1: Prepare learners to become entry level Marriage and Family Therapists, who will be prepared to serve individuals, couples, and families in a variety of mental health settings in the community,

PO 2: Graduate ethical, competent, caring MFTs, who will have the ability to address complex relational dynamics across the family life cycle, and who are committed to working with a multicultural mindset,

PO 3: Prepare graduates to pass the national licensing exam in Marriage and Family Therapy through a combination of academic training that is holistic, systemic, and relationally based; coupled with varied clinical experience that enhances its application in clinical practice,

PO 4: Promote, support, and maintain professional identity among learners and faculty through the encouragement to participate in professional organizations, continuing education, presentations and community service,

PO 5: Establish an environment that recognizes, understands, and respects cultural diversity.
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, Lobby Day in New York, and fulfill the continuing education requirements in New York State when that licensing requirement is implemented in 2017, 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 requirements have been reviewed by the NYS Education Department and designated as “Licensure Qualifying”. The program received “Candidacy Status” from the Commission On Accreditation for Marriage and Family Therapy Education in January of 2004. It was awarded “Initial Accreditation “by the Commission On Accreditation on 1/1/09 through 7/31/15. On May 1, 2015 the program received re-accreditation from COAMFTE for an additional 5 year period.

Program 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. This includes maintaining a minimum G.P.A of 3.0 for all courses, completion of all supervision and clinical contact hour requirements, and completion of the Capstone Project. In addition, all students are required to attend a “Child Abuse Recognition and Reporting Workshop” and the Certificate of Completion is to be filed in the student records maintained by the MFT Department. Students are advised to keep a secure copy for their own records. This seminar is required of all mandated mental health professionals in New York State and the Certificate of Completion must be included with the licensing application.

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Program Course Requirements and Sequence of Courses:

SEMESTER 1: (Fall)
MFT 509 Introduction to Marriage and Family therapy
MFT 531 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
MFT 880 Ethics in Marriage and Family Therapy

SEMESTER 3: (Fall)
MFT 740 Marital Therapy
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: Filed Placement II

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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 didactic 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 be conducted. If circumstances arise that absolutely prevent a student from fulfilling his/her role as a co-therapist the following procedure is to be followed: first to inform the co-therapist as soon as possible (preferably within 24 hours), second to inform the client(s) that the session will be cancelled and, if possible, an alternative time; third, the clinical supervisor(s) are to be informed as well.

While enrolled in the program, students are expected to conduct themselves in a mature and professional manner. 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 is expected of all students regardless of the season or weather. Recognizing and appreciating 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.

Assessment of Student Learning and Clinical Skills:

Student performance in coursework and clinical practicum are 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 then current version of the Accreditation Requirements. Responsibility for documenting the aggregated client contact, supervisory, and direct observation hours rests with each individual student as well as the program.

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.

At the end of each semester, each student’s academic progress in the program is reviewed by the faculty in an Academic Review meeting. Where the faculty deem it necessary an “Action Plan” will be drawn up based on the concerns voiced in the meeting. This “Action Plan” will be discussed with the student in question in a meeting attended by the Program Director, the student’s mentor and one other faculty member.

Also at the end of each semester, the progress of each student engaged in clinical work is evaluated by the faculty supervisor at the Clinical Review meeting, using the field placement supervisor’s evaluation and the group supervisor’s evaluation. Similar to the Academic Review, an “Action Plan” will be drawn up and discussed with the student in question. The Program Director, Clinical Director and either the group supervisor or the individual supervisors 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 will be given an outline for the Capstone along with a time line for its presentation, review by his/her mentor, and the final presentation. In order to begin the process of preparing the Capstone students must be on target for reaching 400 hours of supervised clinical experience 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 decide on by the mentor when s/he feels the Capstone is ready for presentation. At the Capstone presentation, the Program Director, Clinical Director and the 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 s/he should first discuss the basis on which the grade was made with the instructor and should put his/her concern in writing. If the student is not satisfied with the assigned grade after this review of the grading criteria for this course and of his/her performance on it, 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

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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 s/he has a grievance with regard to 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. The student also has the opportunity at the end of each semester to register their complaint via the CTE, the Student Evaluation of a Supervisor, and the student’s evaluation of a Field Placement Site. If the student is not satisfied with the response to the registration of his/her complaint the student should put his/her 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.

**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. Whistleblower is provided by Lighthouse Services that has been providing 24-hour reporting services to companies of all sizes to maintain an ethical workplace and address fraud, abuse, regulatory violations and other inappropriate behaviors.

**Student Dismissal for Academic, Non-Academic, or Unethical Behavior**

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

**Plagiarism:** will not be tolerated in any course assignment and result in an “F” for the course and dismissal from the program. Term papers submitted as partial requirements for a course are subject to review by “Turn It In”. 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 will result in dismissal from the program, regardless of academic standing.

*Any and all violation of confidentiality will result in dismissal.*

*Any meeting/contact with a client or client family member outside of an authorized clinical meeting will result in dismissal from the program.*

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Any and all social and/or sexual liaisons between students and clients/client family members will result in dismissal.

Clinical progress/standing of all students enrolled in clinical practicums are 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 s/he 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, s/he will be given an opportunity to appear before a committee of faculty members and supervisors chosen by the director. One member 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, s/he will have the opportunity to file an appeal, in writing, to the associate dean, and if not satisfied, to the dean.
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, coursework provides very specific preparation for clinical/field placement which can begin as early as the following summer.

- The first step in this process is to contact, Alana Millings, M.A., 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, Ms. Millings will provide you with all the necessary forms and information that you will need to present to possible placement sites. She will also provide a list of potential 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 approval of Ms. Millings. Her 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 consisting of:
  1. Semester 1: MFT 509, 531, and 540
  2. Semester 2: MFT 510, 795 and 880
  3. Demonstrate emotional maturity and integrity: based on instructor’s feedback, interview with Clinical Director and Program Director.
  4. Ability to meet time commitment: 24 continuous months, minimum of 1 full day per week, complete 500 hours clinical/100 supervisory hours. Signed agreement between program representative, student and site.
  5. Become a student member of AAMFT, and obtain malpractice insurance. A copy of the receipt for your AAMFT student membership and certificate of malpractice insurance must be submitted to the Director of Clinical Placements.
  6. 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 practice and integrate theory, to develop the necessary/required clinical skills as marriage and family therapists, and to begin to formulate a personal style and 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 case load
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
9. Learning principles of case management
10. Maintaining 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 one and this 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 s/he will remain at the particular site until the end of the academic year and complete the practicum. Upon entering a field placement, experience is the most crucial aspect of the mft training program: entering into a therapeutic relationship with another person or persons. It is expected that there will be moments of tension and confusion as 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. And there will be periods when issues of “self of the therapist” will emerge in the consulting room or in supervision. These are times of great challenge but also an opportunity for growth as a person and as a therapist. These may be times when students may feel the need to remove themselves from the stress producing situation and seek another “more comfortable – convenient” site. In such cases, students will not be allowed to leave but are required to meet with their supervisor, both at the site and at Iona with a view toward understanding the underlying issues and coming to some 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.

**Clinical/Client Contact Hours:**

- With regard to supervised clinical hours, students are required to meet two separate but related benchmarks in order to graduate. The first, 300 hours, is the New York State Department of Education requirement for license eligibility as a Marriage and Family Therapist. The second, 500 hours, is the requirement for graduates of COAMFTE accredited programs. Since the Iona Master’s in MFT is a COAMFTE accredited program all students are required to accumulate 500 supervised clinical hours in order to complete 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 from a relational perspective. 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. Assessment may be counted as direct client contact if they are face-to-face processes that are more than clerical in nature and focus. In addition, of those 500 hours of direct client contact, 250 hours must be with either couples or families in the room.

**Alternate Hours:** Students may submit and apply for up to 100 hours of “alternate hours, which may consist of ‘alternative” therapeutic contact if they are systemic and interactional in nature. Students must supply a brochure or written summary of what will be taking place. Alternative hours should involve client contact, however Psycho-education also falls into the category of alternative hours. **Alternative hours are determined by the department. Therefore, the student must gain approval of those hours, prior to submission and prior to beginning any potential program.**

1. In order to graduate from the COAMFTE accredited Marriage and Family Therapy program students must accumulate a minimum of 500 hours of direct supervised client contact hours. If this requirement is not met by the completion of the second practicum/field placement: MFT 7710/7720, student are required to continue to register for Clinical Continuation and to pay a 1 credit Audit fee each semester until the requirement is met.
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 signature to meet 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: Handing in directly to Clinical Director or placing in mailbox (on office door), Email (scan & attach OR take a picture with phone and send), Fax (914-637-7710).
- Hours that are submitted after the deadline will not be added to your total. 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:**
  You will need to select a day and time to be “on call” at the Iona Family Therapy Center. This is designed to facilitate the completion of your required supervised clinical experience. We are increasing our outreach, in order to expand our referral base and therefore increase the numbers of clients available for you to obtain the required supervised experience. An Integral part of this process is for the center to be able to promise that therapist trainees will be available. Therefore, we are requiring 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. Please 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 her/his 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.
- Students will receive at least 50 hours of supervision based on direct observation, which consists of live supervision, videotape, or audiotape. At least 25 hours of this supervision 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.

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

• All students in the Iona Master’s in MFT must undertake their first practicum/field placement (MFT 6710/6720) 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 groups supervisions (MFT 6510/6520 & MFT 7510/7520 this guarantees all students will accumulate 100 hours with an AAMFT approved supervisors. 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 video tape 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 3 months of beginning your practicum.
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 when a student sees one couple, and in the GRP row when a student sees a group of individuals.

COUPLE.........When a student sees a couple in the therapy room. This time should be logged in the IND row when a student sees one couple, and in the GRP row when a student sees a group of couples.

FAMILY..........When a student sees a family in the therapy room. This time should be logged in the IND row when a student sees one family, 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 definition of raw data listed below.

LIVE.................The supervisor live observes a student conducting therapy through a one-way mirror, TV monitor, or other 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 student should have at least 25 hours of live and video direct observation.
The form is to be submitted to Clinical Director monthly with signature of supervisor.

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. 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 be met by off-site supervisors. Again as stated earlier 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 student beginning field work. 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 protocol will result in a failing grade for field placement.
  - If early termination of a field placement is necessary, you will need to organize a meeting between: Your field placement supervisor, the Clinical Director, your individual supervisor in the MFT program and the Program Director.

- All supervisors must be licensed; LMFT, LCSW, or Psychologist. The ideal is that the supervisor be 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 all 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 therapeutic interaction which is preferred by our program. For example: They allow for discussion groups instead of therapy groups.
  o 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.
  ▪ Some examples of these sites are: Liberation Programs, Arms Acres

**Iona Marriage & Family Therapy Center**
• The Iona Marriage & Family Therapy Center is a training facility operated and staffed by the College’s Department of Marriage and Family Therapy. 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, Wednesday & Thursday: 9:00am to 9:00pm – (last appointment 8:15 pm)
Tuesday & Friday: 9:00 am to 5:00 pm (last appointment 4:15 pm)
• 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
  ▪ Depression and anxiety
  ▪ Blended families
  ▪ Communication issues
  ▪ Grief and loss
  ▪ Life transitions
- **Our Philosophy** of training, therapy, and supervision focuses 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:** Robert A. Burns, Ph.D., LMFT
  
  **Clinical Director:** Alana Millings, M.S., LMFT

  **Supervisors:**
  
  Robert A. Burns, Ph.D., A.S., LMFT
  Jerome Rubino, M.A., A.S., LMFT
  Lisa Rene Reynolds, Ph.D., A.S., LMFT
  Hassan Karimi, Ph.D., Supervisor Candidate
  Alana Millings, M.S., LMFT, Supervisor Candidate

- **Position Descriptions:**

  **Program Director (Robert Burns)** is responsible for the overall functioning and development of the MFT Department; 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 Departmental reports to the College; coordinates the development of MFT curriculum, course scheduling, and faculty assignment; oversees the development of Department materials; prepares the agenda for and chairs the MFT faculty meetings; reviews Department budget; communicates Department needs to the Dean of the College; ensures ongoing maintenance of student and Department files; oversees clinical training of students; provides clinical supervision for students seeing clients at the MFT Center.
Clinical Director (Alana Millings) works with the Program Director, manages and develops the Marriage and 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 data base; and markets the MFT 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 availability of students.) The Clinical Director makes a file and notifies the student therapist of a new case. The student therapist locates the case file in the Client File Drawer under the student’s name or co-therapist name.

2. There is a file folder for each client. Each student therapist has a file section with his/her clients’ files. Each folder contains a copy of an initial assessment, intake information, counseling agreement and the informed consent forms. The student therapist should have client sign the counseling agreement and the informed consent forms by the end of 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 school are kept in the file folder. File folders may never be removed from the Center building.

The student therapist follows-up with a call to the client to set up an appointment for the first session.

Appointments are scheduled Monday through Friday. The Iona Family Therapy Center is open Monday through Thursday evening from 9:00 am until 9:00 pm, with the last appointment being at 8:15 pm. During these operating hours there is a faculty/supervisor, who is an AAMFT Approved Supervisor present. There are no evening hours on Friday evening and the Center closes at 5:00 pm when the Clinical Director leaves. There are no week-end hours at this time since there is no supervisor available at present. Students may only schedule appointments when a supervisor is on site. All appointments must be listed in the digital appointment book a week in advance. It is the student’s responsibility for placing appointments on the calendar in order to reserve a session room. You should not schedule any therapy sessions without first having reserved the room on the reservation board. Schedule changes need to be discussed with both your supervisor and the Clinical Director before finalizing them. Appointments not kept should be noted as cancelled on your weekly therapist report. The weekly therapy report is the official record that the session took place, please use it. Please notify the Center if you are not coming in as scheduled in the appointment book. Clients should be advised to call the Center if they are unable to keep
an appointment. If the student has a cell phone, it is advisable for the client to call student regarding a cancellation. Student is then responsible for calling the Center regarding the cancelled appointment as well as his/her 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. **Checks should be made payable to Iona College.** Cash or check is to be placed in the appropriate envelope and placed in the silver fee box found on the wall of the kitchen along with therapist report. All clinic fees should be submitted in a timely manner.

**Student Attendance:** Students are expected to be on time for client appointments and for their weekly supervision. Students will conduct weekly, hour-long sessions with their clients, with the exception of designated vacation and holiday times when the Center will be closed. If an unusual circumstance occurs and a student is not able to keep his/her appointment with a client, it is the responsibility of the student to notify the client and arrange for a rescheduling. A student must also inform his/her supervisor as well as the Clinical Director.

**Record-keeping:** It is anticipated that beginning in the fall of 2016 the Iona Family Therapy Center will implement an Electronic Health Recording System. This will involve electronic client records, case notes, supervisor sign-off, and the Center calendar. Students will be expected to enter their weekly progress notes immediately after session. This ensures that records are current and accurate. They are to be signed and dated with month, day and year. They will be reviewed electronically by their supervisor whose signature will indicate approval. **It is imperative that we keep our files current and accurate; uncompleted progress notes and incomplete client files place the Department and your own professional career in a compromised position with the legal system.**

1. Progress/Session notes allows the student therapist to reflect after each session on what their goals were for the session and what actually transpired. It offers an opportunity for a better awareness of the case, reflection on goals, critical thinking and accountability. The student is able to review what happened in the last session before 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 opinion and impression. 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 a 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.

3. Under no circumstances are client records or clinical notes to be taken out of Egan Hall.

When a client terminates, a termination sheet must be completed and signed by student and supervisor. Clinical Director must be notified that client is terminated. Records may be requested at any time. Clients may request their files and courts do request or subpoena records.

**Telephones:** Telephones in the Center are available for student therapist to contact their clients. They are not available for personal calls.

**Taping:** Therapy sessions may be taped with the express permission of the client. Permission forms are available for this purpose. If, for supervisory reasons, it is necessary to transcribe a session that has been recorded on the Center equipment, onto a flash drive, this flash drive must be placed in the client file and not removed from the Center. Under no circumstances are client sessions to be recorded on personal digital devices, i.e. phone, digital notebooks, laptops.

**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. All information regarding clients, including medical, financial, and treatment information, is to be kept strictly confidential and released only upon written consent of the client. When phoning a client, student therapist should leave only their name, phone number and request a return call. To protect confidentiality, do not indicate that the call is from the Therapy Center. Students may have access only to the files of their particular clients. Work with client is discussed in supervision.

**MFT Center Rules at a Glance:**

1. *All conversations related to client issues that take place in Egan Hall are required to take place in one of the therapy rooms – 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 room. If you need a file you should go the closet, retrieve from the file cabinet, and then go a therapy room.*
3. *Do not schedule any therapy sessions without first having reserved the room on the digital reservation board.*
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. You should be here before your client arrives.

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, please turn off the recording machine if you have been using it, close any open windows, turn out all lights, turn off the sound machine, 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 files or confidential documents 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 silver fee box found on the wall of the kitchen.

11. Do not offer or accept rides to or from your clients, regardless of distance or temperature.

12. All clinical files and documents should be kept under your control or in the secure file cabinet at all times.

13. All food and drinks should be consumed in the kitchen (Never during therapy).

14. After any double session, 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 client 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.

15. Under no circumstance should any student be in The Family Therapy Center alone. 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 Alana Millings, Clinical Director or the assigned supervisor is not present DO NOT ENTER THE BUILDING NOR SEE A CLIENT.

16. 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 supervision.

17. Supervision of Children: No 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 a corner of the room while therapy is conducted, they must remain at home.

18. Dr. Burn’s office should only be used for therapy if there aren’t any other rooms available, as the central equipment for taping is located in that office, and students and faculty may need access.
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 or to the 911 operator.

Clients of the Iona Family Therapy Center may need the 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.

b. 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 intern’s availability), providing referral sources (local emergency room) or to call the 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.

c. 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 emerge at a later time in therapy. Student interns must assess for degrees of depression, and in particular feelings of 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 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 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 reports 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 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 warn that person. The student intern is to 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 the supervisor immediately. If the student is not able to be explicit but needs assistance the student intern is to call the supervisor and say: “**My ac is not running properly could you come and adjust it**”

**If a student intern notices a concealed weapon, they are to excuse themselves from the session and go to the Clinical Director and the supervisor.**

**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 capability for a variety of presenting problems and family configurations.
• There should be capability for cultural and ethnic diversity of the client population.
• A minimum of 1 hour of individual supervision for student trainee should be provided at the field placement site (individual and group).
• 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 May, August and December.

There must be contact with the program via phone and/or visits to the agency.
• 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 interne 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.

School/Agency Holidays and Vacations: Students are not required to attend field work agencies on agency and university holidays or during 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, sweat suits, 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:

- MFT students will discuss all audio and video-taping of sessions with clients, and will receive written permission for same from all clients involved in treatment before beginning any taping. MFT students will discuss the nature of the audio-visual process, storage, transportation, and uses of their media materials including the nature of supervision. Each MFT trainee in the Marriage & Family Therapy Center 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 or audiotape player.
- Unauthorized persons will not be allowed to view/hear any audiovisual materials.
- MFT trainees will not utilize any client identifying data on media materials. All confidential media 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 insure privacy and confidentiality is maintained: i.e. doors closed, white noise machine turned on, and no unauthorized persons present.
- When transporting confidential media 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. media 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.
• All confidential media material that is the product of the Family Therapy Center or an off-campus field placement site will be stored under lock and key. The keys to both the closet and the cabinet containing clinical record, including confidential media materials will be kept in the reception desk. Access will be limited to those students currently completing clinical requirements, and their supervisors.

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

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”. 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.

As a COAMFTE Accredited program in MFT the Iona College Masters meets the educational, clinical, and supervisory requirements of all 50 states in the United States. However, since each state has different post-degree requirements regarding supervised clinical hours and when one can take the AFTRB Licensing Exam; if graduates plan to re-locate to a different state or to return home to another state, are advised to review that state’s post-degree requirements.

NYSED web link: WWW.OP.NYSED.GOV

Revised 7/27/16: am/rab
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 provision contained therein.

________________________________________
Signature                                    Date