Marriage & Family Therapy
Program Handbook

2019 Edition

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Masters of Arts Marriage & Family Therapy Program

Context of the Program
The MAMFT Program is nested in a free-standing ecumenical seminary related to the Christian Church (Disciples of Christ) that standards for Judeo-Christian values of social justice, spiritual openness, and inclusion of persons from all walks of life. The Seminary does not discriminate on the basis of gender, sexual orientation, age, ability, socioeconomic status, race, ethnicity, culture or religion.

Diversity Guidelines
Our recent benchmarks for racial inclusivity included recruiting 30% of students who are minorities. We also have a 30% benchmark for our supervisors. Students of all racial ethnicities have the opportunity to provide counseling for persons of varying racial ethnicities in the Counseling Center. Christian Theological Seminary is a welcoming and affirming school. We attract students from LGBT community. Currently, approximately 48 % of the clients are Caucasian; 45% African-Americans; 5% Hispanic, Latino/na; 1% Asian-American; and 1% Other. In addition to a racially diverse clientele, we attract LGBT clients. Our religious diversity includes atheists, agnostics, “spiritual but not religious” clients as well as Pentecostal, evangelical, mainline Protestants, Catholics, Eastern Orthodox, Jewish, Buddhist, and Muslim religious perspectives.

Diversity in the MAMFT program at CTS is a community condition in which members of all relevant demographic groups (as identifiable by race, national origin, ethnicity, gender, sexual orientation, socio-economic location, age, religion, and conditions of health and ability) perceive themselves as jointly participating in relational structures in which they are enriched and challenged by persons from a wide range of backgrounds and experience. In a diverse community, members believe that their perspectives will be adequately represented in the broader community and in the decisions of its leadership. The community will be a resource to them in learning about the perspectives and needs of groups different from their own. Our aspiration is that major policy and programmatic decisions will be made justly, and not based solely on the preference of individual decision-makers.

Program Description
The Master of Arts in Marriage and Family Therapy (MAMFT) program provides theological and professional preparation in marriage and family therapy and is accredited by the Commission on Accreditation for Marriage and Family Therapy Education (COAFMTE) of the American Association for Marriage and Family Therapy, as well as an American Association of Pastoral Counselors (AAPC) approved training program. The program consists of theological studies to help students ground themselves in the Judeo-Christian tradition, as well as clinical techniques and theory to undergird clinical work. The MAMFT degree meets State of Indiana academic requirements for licensing of marriage and family therapists. Students in the program receive at least 100 hours of individual and group supervision in practicum; at least 50 hours of that supervision is based on direct observation, videotape or audiotape.

Entry and Exit to the Program
Students go through a general orientation to the Seminary upon their matriculation to the MAMFT program. This general orientation includes an introduction to the location of all materials on the website such as the Student Handbook as well as an orientation to the various academic and student support services. The Program Director then orients the MFT students to the program as
well as general information about licensure process. Detailed information regarding the licensure is covered in the Professional Development Practicum Supervision Group taken near graduation. Information regarding licensure in Indiana as well as the licensure application can be found on the PLA: Behavioral Health and Human Licensing Board website at https://www.in.gov/pla/2889.htm.

Each student needs to contact the Program Director near graduation for an exit interview. In addition, the Program Director also consults with each graduating student in regard to questions and support toward submitting their application for LMFTA and the licensure exam. Students planning to practice in another state other than Indiana must inform the Program Director so that progress toward that licensure in that state can be tracked.

**Program Client Hour Requirements and Indiana Licensure**
The MAMFT program requires 69 semester hours of required and elective courses, with a cumulative grade point average of 2.7. Current students must complete 500 hours of marriage and family therapy with clients, of which at least 250 must have more than one other person in the room. 100 alternative relational hours can be accrued prior to admission to practicum, 50 of which are accrued through observation team experience in P-520 and P-522, and an additional 50 alternative hours through other alternative experiences such as CPE or other contexts approved by the program director. Pending Indiana licensure changes and approval of Academic Council may impact the requirements beginning July 2018. Students will be informed of any changes. All students are expected to receive personal or family psychotherapy during practicum.

Indiana licensure law for Licensed Marriage and Family Therapists requires a two-year supervised clinical experience following graduation. Candidates are required to register for the licensure exam at the first available testing cycle following graduation, and upon passing this exam are awarded provisional license status (LMFTA) until completion of clinical hours/clinical supervision requirements are met (at which time they qualify for full licensure status). The MAMFT is accredited by the Commission on Accreditation for Marriage and Family Therapy (COAMFTE).

**Requirements for Capstone**
The Capstone course is normally taken the final semester of practicum. Students matriculating to practicum in summer 2018 must have completed 400 hours of client contact hours prior to taking the Capstone and have 200 relational client contact hours of the total 400 hours completed. Students matriculating to practicum prior to that summer 2018 must have completed 380 hours of client contact hours prior to taking the Capstone and have 180 hours of relational client contact hours. Gateway to Theological Reflection and P-617 Self, Systems, and Spirit are prerequisites for X999A “Self, Systems, and Spirit” which is the practicum seminar that prepares students for the Capstone Presentation. Course authorization is required by approval of the Program Director to the Registrar.

**Portability of Degree**
The MAMFT complies with Indiana state regulations and many other state regulations that follow closely COAMFTE standards. (Most states require graduation from a COAMFTE accredited program.) Our degree follows the COAMFTE Version 12 Standards. Students need to refer to state regulations (other than Indiana) and consult with the Program Director to follow that state’s regulations as closely as possible to the beginning of the program and throughout the program.
**Time Limitation**  
The advertised length of the MAMFT program is 4 years with many students completing it in 3 years. The maximum length is 9 years.

**Leave of Absence**  
If necessary, a student may arrange to take a leave of absence from work in the MAMFT program for up to one semester. He or she must make a request in writing to the MAMFT Director and the Vice President for Academic Affairs stating his or her reasons for taking a leave of absence. All leaves of absence require a review of the student’s financial aid, including any payment plan into which he or she has entered with the seminary. A student may return from leave by registering for classes within two semesters of the original date. If a student does not return after two consecutive semesters on leave of absence, he or she must reapply to the MAMFT program, and the application for readmission may be denied.  

The forms required to apply for a leave of absence are available in the office of the seminary registrar, Matt Schlimgen, mschlimgen@cts.edu or (317) 931-2382.

**Accreditation**  
The CTS MAMFT program is accredited by COAMFTE and certified by AAPC. For more information about these organizations go to the COAMFTE website at www.coamfte.org and the AAPC website at http://www.aamft.org/aboutICOAMFTE/AboutCOAMFTE.asp.

In addition, CTS is a fully accredited member of the Association of Theological Schools and the North Central Association of Colleges and Schools.

**Theological Study at CTS**  
The overall mission of Christian Theological Seminary is to serve God’s transformation of the world. As such CTS is grounded in the awareness of God’s unfolding, gracious active presence throughout the church, society, and creation. All the CTS curricula are designed to support this mission.

The Master of Marriage and Family Therapy sits within the larger context of theological education offered by Christian Theological Seminary and offers the opportunity for in-depth study of theological themes. The MFT program enriches the seminary’s commitment to community service and social justice by training students who can work in community and church settings. The MFT draws on courses from the curriculum at large, including the M.Div. Curriculum.

The M.Div. curriculum is framed and organized within five key practices of ministry: 1) **Inspire**: Communicating and Interpreting Christian Faith; 2) **Lead**: Leading and Guiding Organizational Life; 3) **Serve**: Leading and Guiding Opportunities for Mission; 4) **Love**: Caring for the Community; and 5) **Live**: Modeling a Life-giving Faith. Students in the MFT program may take courses from the M.Div. curriculum to satisfy requirements or add them as electives.

This diagram illustrates how the MAMFT program interrelates within the larger context of theological education at CTS. The primary objective of theological education here is for students to graduate with both a deepened knowledge of theological issues and heightened discernment and awareness of how theological perspectives facilitate their understanding, vocation, practice of therapy, and/or faithfulness.
MAMFT Program Leadership
The MAMFT Program is led by Program Leadership team whose mission is to foster learning in a collegial, multicultural environment characterized by a desire to mentor students in achieving personal and professional formation through clinical excellence, cultural awareness, and spiritual sensitivity. The program leadership includes, Program Director, Core Faculty Member, Clinic Director and Supervisors.

We adhere to the COAMFTE definition of core faculty as “identifiable faculty members with primary assignment to the program and instructional responsibility of the MFT curriculum. Other faculty members may augment and expand the students' educational experiences.”

Core faculty members include the following:

Suzanne Coyle, Ph.D., LMFT, AAMFT Approved Supervisor, Associate Professor of Pastoral Theology and Marriage and Family Therapy, MAMFT Program Director

Jacqueline Braeger, Ph.D., LMFT, AAMFT Approved Supervisor, Assistant Professor of Marriage and Family Therapy

Clinical Supervisors include the following:

Lynda Blackwelder, MAMFT, AAMFT Approved Supervisor
Christina Davis, Th.D., AAMFT Approved Supervisor, Assistant Professor of Pastoral Theology and Clinical Practice, Clinic Director

Kim King, M. Div., MAMFT, AAMFT Approved Supervisor
Faculty: Suzanne Coyle and Jacqueline Braeger
COAMFTE Institutional Mission, Program Goals, and SLOs

**CTS MAMFT Program Mission:** Our mission is to foster the development of competent marriage and family therapists whose personal and professional selves are formed through the awareness of systemic perspectives, multicultural contextualization, and spirituality.

**Christian Theological Seminary Mission Statement:** Our mission is to form disciples for Jesus Christ for church and community leadership to serve God’s transforming of the world.

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**Program Goal 1**
Students will be able to conceptualize, assess, and demonstrate competency in systemic approaches for clinical practice in keeping with current best practice and research in MFT.

**SLO #1**—Students will demonstrate clinical skills through theoretical and clinical knowledge through MFT literature and research in a practicum setting.
- Assessments:
  a) 100% of students evaluated each semester of practicum on the MFT Trainees Evaluation—Supervisor Report will receive an average of 3; minimum benchmark is 80%.
  b) 100% of student evaluated at their Capstone Presentation will receive an average of 3 on the MFT literature and research criterion on the Capstone Evaluation Rubric; minimum benchmark is 80%

**Program Goal 2**
Students will be able to critically reflect upon personal and professional development of self in a multicultural context based upon a social justice ethic by attending to dynamics of power and privilege.

**SLO #4**—Students will demonstrate ability to utilize a social justice ethic through Professional Formation Cohort Groups.
- Assessments:
  a) 100% of student will achieve a minimum average of 3 out of 1-5 Likert scale on “Assessment of Cultural Competency” at the end of the Professional Formation Cohort Group “Culture”; 80% minimum benchmark.
  b) 100% of students will achieve a satisfactory rating on Professional Formation Cohort Groups “Gender/Sexual Orientation/Sexuality” and “Spirituality” at the end of the cohort groups: 80% minimum benchmark.

**Program Goal 3**
Students will be able to critically reflect upon personal and professional development of self from theological/spiritual perspectives.

**SLO #5**—Student will demonstrate ability to reflect theologically/spiritually.
- Assessments:
  100% of students will achieve a minimum average of 3 out of 1-5 Likert scale on the Capstone Presentation Rubric evaluating theological reflection in written paper and oral presentation; 80% minimum benchmark.

**Program Goal 4**
Students will demonstrate ability to conceptualize and plan systemic treatment of individuals, couples, and families.

**SLO #2**—Students will demonstrate ability to assess, conceptualize and plan systemic treatment of individuals, couples, and families.
- Assessments:
  a) 100% of student will achieve a minimum average of 3 on a Likert scale of 1-5 on Treatment Plan Rubric in P 520 and Case Conceptualization Plan Rubric in P 522, Clinical Assessment Rubric, Case Conceptualization Plan Rubric, and Treatment Plan Rubric are completed for P 621, P 623, and P 746 upon completion of the course with a minimum benchmark of 80%

**Program Goal 5**
Students will demonstrate ability to complete entry into the Marriage and Family Therapy profession.

**SLO #3**—Students will demonstrate ability to complete entry into the Marriage and Family Therapy profession.
- Assessments:
  a) Students graduate within the advertised length of program.
  b) Program will maintain a job placement rate of 80%
  c) 70% and more of graduates sitting for the national exam will pass.

**SLO #6**—Students will demonstrate ability to integrate theological/spiritual reflections in a relational systemic context.
- Assessment:
  100% of students will receive a minimum average rating of 3 on a Likert scale of 1-5 on Capstone Presentation Rubric evaluating integration of theological and systemic perspectives in written paper and oral presentation with a minimum benchmark of 80%.
Recommended Course Sequence

Pre-Practicum

First year

**Theology**
- Gateway to Theological Education and Formation
- Gateway to Theological Reflection

**Marriage and Family Therapy**
- COUN-P 520 Introduction to Marriage and Family Therapy Theory
- COUN-P 522 Introduction to Marriage and Family Therapy Practice
- COUN-P 531 Personality, Human Development, and Faith
- COUN-P 637 Psychopathology and Assessment

Second year-Graduation
- COUN-P 520, COUN-P 522, COUN-P 531, and COUN-P 637 must be taken prior to entering Practicum. Students must enter Practicum no later than the fourth semester after matriculation in the program.

Other required courses as per the worksheet are taken before the fifth semester of Practicum. Capstone Presentation is taken the semester after accruing 400 clinical contact hours, 200 of which are relational hours.

Program Mission:
The mission of the MAMFT Program is to foster the development of competent marriage and family therapists whose personal and professional selves are formed through the awareness of systemic perspectives, multicultural contextualization, and spirituality.

To achieve this mission, the MAMFT program consists of religious studies to help students ground themselves in the Judeo-Christian tradition, as well as clinical techniques and theory to undergird clinical work.

MAMFT Program Goals and Students Learning Outcomes

Program Goal 1
Students will be able to conceptualize, assess, and demonstrate competency in systemic approaches for clinical practice in keeping with current best practice and research in MFT.

SLO #1—Students will demonstrate clinical skills through theoretical and clinical knowledge through MFT literature and research in a practicum setting.

Assessments

a) 100% of students evaluated each semester of practicum on the MFT Trainees Evaluation—Supervisor Report will receive an average of 3; minimum benchmark is 80%.

b) 100% of student evaluated at their Capstone Presentation will receive an average of 3 on the MFT literature and research criterion on the Capstone Evaluation Rubric; minimum benchmark is 80%

SLO #2—Students will demonstrate ability to assess, conceptualize and plan systemic treatment of individuals, couples, and families.

Assessment

a) 100% of student will achieve a minimum average of 3 on a Likert scale of 1-5 on Treatment
Plan Rubric in P 520 and Case Conceptualization Plan Rubric in P 522, Clinical Assessment Rubric, Case Conceptualization Plan Rubric, and Treatment Plan Rubric are completed for P 621, P 623, and P 746 upon completion of the course with a minimum benchmark of 80%.

SLO #3—Students will demonstrate ability to complete entry into the Marriage and Family Therapy profession.
Assessment
a) Students graduate within the advertised length of program.
b) Program will maintain a job placement rate of 80%.
c) 70% and more of graduates sitting for the national exam will pass.

Program Goal 2
Students will be able to critically reflect upon personal and professional development of self in a multicultural context based upon a social justice ethic by attending to dynamics of power and privilege.

SLO #4—Students will demonstrate ability to utilize a social justice ethic through Professional Formation Cohort Groups.
Assessments
a) 100% of student will achieve a minimum average of 3 out of 1-5 Likert scale on “Assessment of Cultural Competency” at the end of the Professional Formation Cohort Group “Culture”; 80% minimum benchmark.
b) 100% of students will achieve a satisfactory rating on Professional Formation Cohort Groups “Gender/Sexual Orientation/Sexuality” and “Spirituality” at the end of the cohort groups: 80% minimum benchmark.

Program Goal 3
Students will be able to critically reflect upon personal and professional development of self from theological/spiritual perspectives.

SLO #5—Student will demonstrate ability to reflect theologically/spiritually.
Assessment
a) 100% of student will achieve a minimum average of 3 out of 1-5 Likert scale on the Capstone Presentation Rubric evaluating theological reflection in written paper and oral presentation; 80% minimum benchmark.

SLO # 6—Students will demonstrate ability to integrate theological/spiritual reflections in a relational systemic context.
Assessment
a) 100 % of students will receive a minimum average rating of 3 on a Likert scale of 1-5 on Capstone Presentation Rubric evaluating integration of theological and systemic perspectives in written paper and oral presentation with a minimum benchmark of 80%.

Professional Marriage and Family Principles
The Professional Marriage and Family Principles undergird the CTS MAMFT Program Goals and Student Learning Outcomes with primary foundational principles provided by the MFT Core Competencies. Also contributing to the Program Goals and Student Learning Outcomes are the AAMFT Code of Ethics and the Indiana State Licensing Requirements.
### MFT Core Competencies

<table>
<thead>
<tr>
<th>SLO#</th>
<th>Description</th>
<th>SLO# 1</th>
<th>SLO# 2</th>
<th>SLO# 3</th>
<th>SLO# 4</th>
<th>SLO# 5</th>
<th>SLO# 6</th>
<th>SLO# 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1.1 Conceptual</td>
<td>Understand systems concepts, theories, and techniques that are foundational to the practice of marriage and family therapy</td>
<td>X</td>
<td>X</td>
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<tr>
<td>1.2.1 Perceptual</td>
<td>Recognize contextual and systemic dynamics (e.g., gender, age, socioeconomic status, culture/race/ethnicity, sexual orientation, spirituality, religion, larger systems, social context)</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>1.3.6 Executive</td>
<td>Establish and maintain appropriate and productive therapeutic alliances with the clients.</td>
<td>X</td>
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<tr>
<td>1.3.9 Executive</td>
<td>Manage session interactions with individuals, couples, families, and groups.</td>
<td>X</td>
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<tr>
<td>2.2.1 Perceptual</td>
<td>Assess each client’s engagement in the change process.</td>
<td>X</td>
<td>X</td>
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<tr>
<td>2.3.1 Executive</td>
<td>Diagnose and assess client behavioral and relational health problems systemically and contextually.</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>2.3.8 Executive</td>
<td>Identify clients’ strengths, resilience, and resources.</td>
<td>X</td>
<td>X</td>
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<tr>
<td>3.3.1 Executive</td>
<td>Develop, with client input, measurable outcomes,</td>
<td>X</td>
<td>X</td>
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<tr>
<td>3.4.7 Professional</td>
<td>Structure treatment to meet clients’ needs and to facilitate systemic change.</td>
<td>X</td>
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<tr>
<td>3.4.5 Professional</td>
<td>Monitor personal reactions to clients and treatment</td>
<td>X</td>
<td>X</td>
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<tr>
<td>4.3.1 Executive</td>
<td>Match treatment modalities and techniques to clients’ needs, goals, and values.</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>4.3.8 Executive</td>
<td>Empower clients and their relational systems to establish effective relationships with each other and larger systems.</td>
<td>X</td>
<td>X</td>
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<tr>
<td>4.4.1 Evaluative</td>
<td>Evaluate interventions for consistency, congruency with model of therapy and theory of change, cultural and contextual relevance, and goals of the treatment plan.</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>4.4.6 Evaluative</td>
<td>Evaluate reactions to the treatment process (e.g., transference, family of origin, current stress level, current life situation, cultural context) and their impact on effective intervention and clinical outcomes.</td>
<td>X</td>
<td>X</td>
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<tr>
<td>5.1.2 Conceptual</td>
<td>Know professional ethics and standards of practice that apply to the practice of marriage and family therapy.</td>
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<tr>
<td>5.4.2 Evaluative</td>
<td>Monitor attitudes, personal well-being, personal issues, and personal problems to insure they do not impact the therapy process adversely or create vulnerability for misconduct.</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>6.3.2 Executive</td>
<td>Use current MFT and other research to inform clinical practice.</td>
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### AAMFT Code of Ethics

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<tr>
<th>Standard</th>
<th>Description</th>
<th>SLO# 1</th>
<th>SLO# 2</th>
<th>SLO# 3</th>
<th>SLO# 4</th>
<th>SLO# 5</th>
<th>SLO# 6</th>
<th>SLO# 7</th>
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</thead>
<tbody>
<tr>
<td>Standard I – Responsibility to Clients</td>
<td></td>
<td>X</td>
<td>X</td>
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<tr>
<td>Standard II – Confidentiality</td>
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<td>X</td>
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<tr>
<td>Standard III – Professional Competence &amp; Integrity</td>
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<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Standard IV – Responsibility to Students and Supervisees</td>
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<td>X</td>
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### Relevant State Licensing Regulations

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<th>Description</th>
<th>SLO# 1</th>
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<th>SLO# 5</th>
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<tr>
<td>Behavioral Health and Human Services Licensing Board</td>
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Page 5 of the CTS MFT Program Handbook
Assessment Plan and Program Review Process

The mission of the MAMFT Program is related to the values of the Seminary in our focus on professional and personal development of self, multicultural emphasis, and integration of spirituality and clinical practice. These values are reflected in our Program Goals and SLOs.

The MAMFT Program Assessment Plan is based upon identified MFT Core Competencies that are shown in a curriculum map in the MAMFT Program Handbook. The students’ process on achieving these core competencies are assessed by completing Diane Gehart’s clinical documentation forms—Clinical Assessment, Case Conceptualization, and Treatment—through assignments in the following courses: Introduction to MFT Theory, Introduction to MFT Practice, Couples Systems Therapy, Narrative and Collaborative Approaches to Therapy, and Integration of MFT Theory. The instructor evaluates these clinical documents with a rubric that identifies the specific MFT Core Competency on the right hand column of the rubric. The assessment of SLO 3 is thus embedded in these courses.

Students take P 520 and P522 prior to entering practicum. They take the other classes while they are students in practicum. Upon entry in practicum, the students are evaluated each semester on their clinical skills. Also during practicum, the students take three Professional Formation Cohort Groups that evaluate their multicultural competency through the experiential learning groups around Culture, Gender/Sexual Orientation/Sexuality, and Spirituality.

At some point in their program, students complete a course “Integration of Self, Systems, and Spirit” as well as “Integration of MFT Theory” that are designed to prepare students for the Capstone Presentation. During the last semester of practicum, the student takes “Self, Systems, and Spirit” group supervision with peers who are completing their Capstone Presentation that semester.

The Program Review Process begins with the instructors’ evaluation of the benchmark courses through the Gehart rubrics. Then, the Program Leadership Team composed of core faculty and supervisors review the spring and summer classes in the fall. Similarly, the fall classes are reviewed by the PLT in the spring semester.

The individual supervisor completes an MFT Trainee Evaluation—Supervisor Report on each supervisee which is then reviewed by the PD. Also, each semester, the supervisor facilitating the Professional Formation Cohort Groups evaluates each student which is then reviewed by the PD.

The final program review process occurs during Capstone Presentation. The student’s current individual supervisor, the core faculty member, the PD, and a non-counseling faculty mentor reviews the clinical documentation, a 15 page integrative paper, and a presentation with clinical case video on a evaluative rubric.

Program Resources Review

The program resources that support the MAMFT program include the following: fiscal, physical, IT, instructional, clinical, student support services, curriculum, and teaching/learning. Questions on surveys sent to students, faculty, supervisors, alumni, and employers assess the sufficiency of these program resources. Annually, these data in these surveys is aggregated and reviewed by the Program Leadership Team. The data is also reviewed by the Program Director with the VP of Finance and Student Operations. In turn, data assessing the academic resources is reviewed by the
Program Director with the VP of Academic Affairs.

**MAMFT Program Governance**

**MFT Student Governance**

MFT students are required to meet with their peers, faculty, and supervisors at the beginning and end of fall and spring semesters for information regarding the program as well as opportunities for feedback and discussion. In between these meetings, the Student Leadership Team (SLT) provides opportunities for professional development, discussion, and social interaction.

The SLT is committed to representing the MFT student body through advocacy, social and professional networking, and community engagement. Students are elected by the MFT student body, representing pre-practicum, first year and second year practicum students to evenly represent and engage student feedback throughout the graduate education cycle. Feedback is actively solicited throughout the academic year, informing ongoing training, curriculum planning and development, student participation in the program, and social opportunities.

**Program Leadership Team Governance (ADD)**

In January 2018, the Program Leadership Team was initiated as an important part of the program governance. The Program Leadership Team is composed of the Program Director, Core Faculty Member, Clinic Director, and supervisors. One of the supervisor is also a Lead Supervisor with the responsibility of supporting the supervisory process in Practicum. The PLT review the SLOs typically in October and February with recommendations for improvement in the program. In addition, the annual surveys for the students, faculty, supervisors, alumni, and employers are also reviewed by the PLT.

**MFT Honor Society**

In 2016 the CTS MAMFT program established the Tau Chapter of Delta Kappa, the International Marriage and Family Therapy Honor Society. An academic and professional institution, Delta Kappa provides marriage and family therapy professionals a face-to-face, ongoing scholarly forum for the exchange of ideas related to the development of research, theory, and clinical practice. To be eligible for membership, a student must be a student of a marriage and family therapy program that is accredited by the COAMFTE, earning a grade point average of at least 3.75 after completing 12 semester hours. In addition to a scholarly record, candidates are required to demonstrate a high degree of professionalism by holding membership in AAMFT. Graduates are eligible for induction after becoming an AAMFT Fellow and a graduating average of 3.5.

The Honor Society has three primary aims:

1. Emerging leaders in the field of marriage and family therapy are to be mentored in assuming the mantle of leadership in the marriage and family profession.
2. Ongoing scholarly forums are to be organized that present opportunities to engage and apply innovative research and theory on marriage and family therapy clinical
practice.
3. Achievements of marriage and family therapy clinicians and scholars are to be recognized in ways that promote the visibility and dissemination of the profession’s contributions within the broader service provider sector.

MAMFT Practicum
Practicum Course Overview
The Counseling Center Practicum is a 5-semester clinical training experience that includes weekly individual and group supervision (at least 4 hours per week), 6 hours per semester of external clinical education didactics beginning in the 3rd semester and up, an expectation that students maintain a case load averaging at least 5-10 counseling sessions per week to satisfy the 500-hour face to-face-session requirement for graduation. Students can complete 100 hours of alternative relational hours prior to beginning Practicum and are strongly encouraged to do so. Please contact the Program Director. Students are required to see clients exclusively at the CTS Counseling Center during the first two semesters of practicum but may supplement their clinical hours with sessions at off-site placements pre-approved by the program director beginning in the third semester.

Practicum is designed to provide supervision within a rich, diverse group experience as well as one-to-one supervision with an individual supervisor. Feedback is given within a team process to student interns who are beginning to develop skills and techniques as therapists/counselors. Great emphasis is placed on integrating theory into practice and determining best modality for clients such as individual, family, or couple’s or group therapy. Weekly team discussions focus on the developments that occur from the combined “supervisor/team/treating intern” effort to access, support and promote the growth of clients as well as interns. Similar discussion and emphasis is placed on the individual intern’s professional therapeutic growth. Professional development is emphasized, and professional affiliation promoted.

Counseling Practicum offers the opportunity for practice of counseling/therapy in the CTS Counseling Center under supervision of licensed professionals in the field. This practicum is designed for master’s level students to develop clinical skills, refine therapeutic techniques, and understand professional behavior of a clinical field. Emphasis is on developing skills, applying therapeutic and theological theory to clinical practice, and furthering clinical competence with individuals, couples, families and groups. Students can explore various therapeutic approaches and receive several types of supervision.

Supervisor Qualifications
- AAMFT Approved Supervisor or AAMFT Approved Supervisor Candidate
- Maintain a ratio of 1:6 supervisor/student
- Maintain 1/3 of supervisors to be persons of color

Requirements for Admission to Practicum
Students may apply for admission to practicum after completing P-531 Human
Development, P-637 Psychopathology and Assessment, P-520 Introduction to Marriage and Family Therapy, and P-522 Introduction to Marriage and Family Practice. Students electing the CPE option for completion of course work must complete CPE before entering practicum. M.Div./MAMFT students must complete one year of Supervised Ministry before applying for practicum.

Students are accepted for practicum based upon the submission of an application, completion of the 16PF, and the successful completion of role plays. Concerns that arise during those role plays may be addressed through additional evaluation as determined by the counseling faculty and clinic director. Entering cohort groups are normally limited to four persons for summer and six students for fall and spring. Priority is given to students who have completed the greater number of semester hours with admissions limited based on supervision for a conducive learning environment. All counseling students are required to enter practicum no later than their 4th semester of coursework.

**Purpose of Practicum**
Counseling practicum is field experience designed to synthesize classroom theory and coursework with supervised clinical experience in marriage and family therapy. MAMFT require 15 credit hours of counseling practicum. As part of the practicum, the student is expected to:

- Practice skills learned in previous and current coursework;
- Receive feedback on his/her level of effectiveness in supervisory groups and individual supervision;
- Learn what problems others are encountering as therapists in training and what solutions could be considered;
- Work with a variety of clients and presenting problems;
- Relate theory to practice; Begin the formulation of an applied theory of therapy and how change occurs;
- Research areas of professional interest;
- Work in an ethical and professional manner;
- Develop and refine active listening skills as evidenced by established rapport and a positive working relationship with clients;
- Develop and implement skills of completing a psychological history consistent with student’s theoretical orientation;
- Make accurate clinical diagnostic impressions using the most current version of the DSM—required on all PDI’s;
- Ability to conceptualize human problems;
- Develop treatment plans that will aid clients and that are consistent with current research of effective strategies for the client’s identified problem area(s);
- Maintain an effective therapeutic process and relationship with client until termination of the treatment;
- Document therapeutic work in a way that meets the standards of practicum, insurance and state requirements;
- Understand one’s own personality, biases, and one’s impact upon others in professional and collegial interaction; and
- Work toward graduation, certification and licensure requirements. Specific
requirements for licensure or membership, by a professional licensing board/body, should be explored by the student in conjunction with appropriate program/accreditation guidelines

**Practicum Goals**
At the end of Practicum students will be able to:
1. Begin and continue a therapeutic process according to the standards of the program and Counseling Center that demonstrates clinical competence supported by clinical and legal (as necessary) documentation.
2. Maintain an active case load with attention to case conceptualization, case management, treatment planning, and appropriate termination of a case.
3. Assess the client/family’s presenting problem and formulate appropriate interventions based on the student’s clinical theory which needs to be culturally sensitive as to ethnicity, gender, sexual orientation, and spirituality.

**Practicum Requirements**
- 500 client contact hours; 250 must be relational hours. A total of 500 hours is required. Of these 500 hours, 100 hours of alternative relational contact may be accrued prior to practicum by approval of the Program Director.
- 100 hours of supervision for MFT students.
- Attend Monday group sessions
- Participate in weekly individual supervision, which includes providing completed progress notes, monthly client hours/log, videotaped sessions and any pertinent documentation or activity required by supervisor.
- Maintain a log of all client hours, didactics, individual supervision and group supervision hours
- Abide by professional code of conduct.
- Abide by the standards and requirements of HIPPA.
- Maintain client confidentiality.
- Maintain client charts with timely, accurate and necessary documentation.
- Attend weekly personal therapy. Failure to do so may result in suspension from practicum.
- 3rd semester and up: fulfill 6 hours of external didactics fall and spring semesters; didactics must be approved by Program Directors prior to attendance and documented by the last day of practicum each semester. One semester didactics must be MFT focused.
- Follow all Counseling Center policies and procedures as outlined in the Counseling Center Handbook. (Please refer to the Counseling Center Handbook as posted on the Counseling Center webpage.)

**Guidelines for Off-site Internships**
- Students may begin off-site internships beginning their third semester in Practicum.
- Student need to notify the Program Director of their interest in an off-site internship before the advertised deadline each semester.
- The Program Director must approve the internship placement before the student signs an agreement with the internship site.
Relational Hours
According to the COAMFTE Version 12, Key Element IV-C glossary definition of “clinical contact hours”: Clinical contact hours are defined as “therapist and client therapeutic meetings in the same physical location”. We would define “relational contact” hour to include sessions with more than one individual that consider themselves to be part of a relational system such as a couple, family, work/friendship network, or faith community. A group session with clients that are not previously part of a relationship system (e.g., couples, families, siblings), count as an “individual group” contact hour. If members of a group session are part of a previous-existing relational system, this would be considered a “group relational” hour.

Personal Counseling
All students are expected to receive psychotherapy during their program. Weekly personal therapy is a prerequisite for practicum admission. Personal therapy with a gifted clinician assists student therapists in working through problem areas in their own lives that may adversely affect clients and in the emotionally challenging training program. Personal psychotherapy also provides a unique training experience that helps students understand the process of exploring the depth and interrelationship of systemic and intrapsychic aspects of human life.

Counseling Center
Christian Theological Seminary's Counseling Center provides quality care for clients, students, faculty and staff in a clinical facility located on the seminary campus. The facility includes:
  - Twenty private counseling rooms
  - Child and Play Therapy area
  - Personal meditation area
  - Viewing rooms for supervision
  - Space for professional and academic conferences
  - Full ADA compliance

Policies
CTS Harassment Procedure (Office of the Academic Dean)
Students may file a formal complaint regarding harassment to the Office of the Academic Dean. The complaint is reviewed by the Academic Dean and if Warranted, sent to the Harassment Committee. A review process is initiated which is then investigated, with results being communicated to the Office of the Academic Dean. All proceedings are confidential with results and resolution filed in the Dean's Office.

Student Complaints
Students are encouraged to address concerns as they arise using the complaint procedures set forth in the Student Handbook. HYPERLINK Student Complaints and Grievances

Student complaints may also be filed online with the Indiana Commission for Higher
For complaints related to sexual or racial harassment, please see the Title VI and Title IX Policy Prohibiting Racial and Sexual Harassment. The procedures are also printed in the Student Handbook beginning on page 22. For complaints related to your financial aid, please see the Financial Aid Appeals process in the CTS Student Financial Aid Handbook. For all other types of complaints, please see the Guidance and Discipline of Seminary Students: Principles and Procedures section in the CTS Student Handbook.

To initiate a complaint, please submit a written request to the Academic Dean or to the person designated in one of the special complaint processes referenced above. Your written request can take any form sufficient to explain your concern.

CTS is accredited by the following bodies. You may reach out to them as well:

- The Association of Theological Schools (ATS)
- The Higher Learning Commission (HLC)
- Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE)

Non-Discrimination Policy
The MAMFT program does not discriminate on the basis of race, religion, color, gender, sexual orientation, gender identity, age, national origin, handicap, disability, health, socioeconomic, or veteran status in employment, admissions, financial aid.
Appendix A: Worksheet for MAMFT
Master of Arts in Marriage and Family Therapy

Requirements:
The Master of Arts in Marriage and Family Therapy requires 69 semester hours of required and elective courses, with a cumulative grade point average of 2.7. Students must complete 500 hours of marriage and family therapy with clients, of which at least 250 must have more than one other person in the room. 100 alternative relational hours can be accrued prior to admission to practicum, 50 of which are accrued through observation team experience in P-520 and P-522 and an additional 50 alternative hours through other alternative experiences such as CPE or work in another context approved by the program director. All students are expected to receive psychotherapy during practicum. Indiana licensure law for Licensed Marriage and Family Therapists requires a two-year supervised clinical experience following graduation. Candidates are required to register for the licensure exam at the first available testing cycle following graduation, and upon passing this exam are awarded provisional license status (LMFTA) until completion of clinical hours/clinical supervision requirements are met (at which time they qualify for full licensure status). The MAMFT is accredited by the Commission on Accreditation for Marriage and Family Therapy (COAMFTE).

Studies in Theology 12

Theological Background (9 hours)
__Gateway to the Practice of Interpreting the Bible (3 SH)
__Gateway to the Practice of Theological Reflection (3 SH)
__Another Gateway, social justice, or theology courses upon approval by advisor in consultation with the program director.

Theology and Counseling (6 hours)
__P-617 Integration of Self, Systems, and Spirit (3 SH) And ONE of the following
__P-634: Theological Perspectives on Pastoral & Spiritual Care (3 SH)
__P-638: Religion, Medicine, and Pastoral Care
__P-641: Spirituality and God-Images in Clinical and Cultural Context (3 SH)
__P-651: Theodicy, Trauma, and Grace
__COUN-P678, 688, or 698: Yoga and Spirituality
__*P-800, 801: Clinical Pastoral Education (6 SH) (P-800 will count as one of these courses; P-801 as elective or Practicum hour credit)
*Students taking the CPE option must take P-800, P-801, P-520, P-522, P-531 & P-637 before enrolling in P-820 Practicum.

Studies in Marriage and Family Therapy (54 hours)

Courses marked with an asterisk (*) are prerequisites for practicum.
Theoretical Foundations of Marital and Family Therapy (6 hours)
__*P-520 Introduction to Marriage and Family Therapy Theory (includes 25 hours of alternative clinical hours) (3 SH)
__P-621 Integration of Marriage and Family Therapy Theory (concurrent with a semester
Assessment and Treatment in Marital and Family Therapy (15 hours)
- P-522 Introduction to Marriage and Family Therapy Practice (includes 25 hours of alternative clinical hours) (3 SH)
- P-637 Psychopathology and Assessment (3 SH)
- P-623 Couples Systems Theory (3 SH)
- P-745 Narrative and Collaborative Approaches to Therapy (3 SH) and ONE of the following:
  - P-650 Treating Addictive Behavior (3 SH)
  - P-711 Children and Adolescents in Families (3 SH) (prerequisite P-520)
  - P-712 Neuroscience Research in Human Development and Evidence Based Practice (3 SH)
  - P-774 Psychodynamic Family Therapy (3 SH)
  - P-775 Short Term Family Therapy (3 SH)

Human Development and Family Studies (9 hours)
- P-531 Personality, Human Development and Faith (3 SH)
- P-619 Sexuality, Gender and Culture (3 SH) and ONE of the following:
  - P-525 Aging and the Family (3 SH)
  - P-646 Families and Larger Systems (3 SH)
  - P-711 Children and Adolescents in Families (3 SH)
  - P-712 Neuroscience Research in Human Development and Evidence Based Practice (3 SH)

Ethical and Professional Studies (3 hours)
- P-635 Ethical and Professional Issues in Clinical Practice (3 SH)

Research (3 hours)
- P-770 Basic Research Methodology (3 SH)

Supervised Clinical Practice (15 hours)
Required:
500 client-contact hours, of which 250 hours must be marriage and family hours, plus
100 hours of individual and group supervision in practicum and at least
50 hours of that supervision will be based on direct observation, video tape or audio tape.
100 hours may be completed as alternative hours prior to practicum as part of P-520 and P-522.
- P-820 Counseling Practicum I (3 SH)
- P-821 Counseling Practicum I (3 SH)
- P-822 Counseling Practicum I (3 SH)
- P-823 Counseling Practicum II (3 SH)
- P-824 Counseling Practicum II (3 SH)

Electives (3 hours)
One course from any field (3 SH)

General Electives Emphasis – Students may select courses of their preference when
options exist.

**Social Justice Electives Emphasis** – Students select the following courses: social justice course in the theology courses of their choice, P-646 Families and Larger Systems, and P-711 Children and Adolescents in Families.

In the second year of practicum, students are placed in a community setting working with people marginalized by socioeconomic and cultural discourses.

**Integrative and Competency Assessment**

- X-999A Self, Systems and Spirit (0 hours)
- Portfolio of papers from P-520, P-522, P-621 and P623 or P-745 (0 hours)

**Professional Formation and Mentoring**

Students are assigned a faculty mentor to mentor them in niches of Family Therapy and professional development. All students are assigned to an MFT student who serves as a peer mentor. In addition, at the beginning of Practicum, MFT students are assigned an MFT buddy who may or may not be the same person as the peer mentor.
Appendix B: Worksheet for M.Div./MAMFT

https://www.cts.edu/academics/degree-programs/dual-degrees/mdivmamft-requirements/

Requirements: The dual Master of Divinity/Master of Arts in Marriage and Family Therapy degree requires 111 semester hours (SH) of required and elective courses, with a cumulative grade point average of 2.7.

The expected completion for the dual degree program is 6 years with 9 years as the deadline for completion of the degrees unless an extension for exceptional circumstances is granted by the Academic Council.

Students are responsible for such denominational requirements as are required for ordination.

Students must complete 100 alternative clinical hours before entering practicum (50 alternative hours total completed in taking P-520 and P-522, with an additional 50 alternative hours possible from CPE, or additional options approved by MFT Program Director). Then, while enrolled in practicum students will complete 400 client-contact hours of which 200 hours must be marriage and family hours. A total of 250 relational hours need to be completed including pre-practicum and practicum hours.

The MAMFT is accredited by the Commission on Accreditation for Marriage and Family Therapy.

Studies in Theology
Gateway Courses (15 hours)
To be taken in the first two years of a student’s M.Div. studies.
  ___Gateway to Theological Education and Formation
  ___Gateway to the Practice of Interpreting the Bible
  ___Gateway to the Practice of Interpreting Christian Tradition
  ___Gateway to Theological Reflection
  ___Gateway to the Practice of Entrepreneurial Leadership
The Practices (45 hours)
Three courses for each practice, selected from designated course offerings.
INSPIRE: Worship, Preaching and Interpreting the Christian Faith (9 hours)
  __INSPIRE:XXX__
  __INSPIRE:XXX__
  __INSPIRE:XXX__
LEAD: Leading and Guiding Organizational Life (9 hours)
  __LEAD:XXX__
  __LEAD:XXX__
SERVE: Leading and Guiding Opportunities for Mission (9 hours)
  __SERVE:XXX__
  __SERVE:XXX__
  __SERVE:XXX__
LOVE: Caring for the Community (9 hours)
P-500 Basics of Pastoral Care and Counseling (3 SH)
P-711 Children and Adolescents in Families (3 SH)
P-800 Clinical Pastoral Education (3 SH)
LIVE: Living and Modeling a Life-Giving Faith (9 hours)
P-617 Integration of Self, Systems, and Spirit (3 SH)
LIV:XXX
LIV:XXX
Cohort Learning (3 hours)

Supervised Ministry Internship (1 hour)
Students will serve in a one-year Supervised Ministry Internship. Ministry sites will include a range of opportunities—congregations, denominational and judicatory settings, and community agencies—and provide students with a breadth and depth of experience in the particularities of that ministry site and its context. Those pursuing ordination should consult their ordaining body to determine if additional years of Supervised Ministry are required.

Cohort learning (2 hours)
Students will participate in a cohort group every semester at CTS.

The focus of the cohorts is the development of the Master of Divinity assessment portfolio to include:

Spiritual biography/Vocational reflection A (first year) and B (third year)
Academic paper A and B (first year) and A1 and B1 (third year) four total papers.
Ministry incident report (second year)
Video of homily or teaching opportunity with reflection from student (second or third year)
Studies in Marriage and Family Therapy

Courses marked with an asterisk (*) are prerequisites for practicum.

Students may select courses of their preference when options exist to create a general emphasis. Students interested in a social justice emphasis will take P-646 Family and Larger Systems and P-711 Children and Adolescents in Families. In the second year of Practicum, students will be placed in a community setting working with people marginalized by socioeconomic and cultural discourse.

Theoretical Foundations of Marital and Family Therapy (6 hours)
*P-520 Introduction to Marriage and Family Therapy Theory (includes 25 hours of alternative clinical hours) (3 SH)
P-621 Integration of Marriage and Family Therapy Theory (concurrent with a semester of Practicum) (3 SH)

Assessment and Treatment in Marital and Family Therapy (12 hours)
P-522 Introduction to Marriage and Family Therapy Practice (includes 25 hours of alternative clinical hours) (3 SH)
P 636 Couples Systems Therapy (3 SH)
*P-637 Psychopathology and Assessment (3 SH)
P-745 Narrative and Collaborative Approaches to Therapy (3 SH)

Human Development and Family Studies (6 hours)
*P-531 Personality, Human Development and Faith (3 SH)
P-619 Sexuality, Gender and Culture (3 SH)
P-646 Families and Larger Systems (3 SH) (LISTED under LEAD in M.Div. Curriculum)

Ethical and Professional Studies (3 hours)
P-635 Ethical and Professional Issues in Clinical Practice (3 SH)

Research (3 hours)
P-770 Basic Research Methodology (3 SH)

Elective (3 hours)
Any P course

Clinical Pastoral Education
*P-800, P-801 Clinical Pastoral Education | P-800 counts for one course under LOVE in the M.Div. Curriculum.

Supervised Clinical Practice (15 hours)
Required: In addition to the 100 alternative clinical hours required before entering practicum students must have 400 client-contact hours of which 200 hours must be marriage and family hours, plus 100 hours of individual and group supervision in practicum and at least 50 hours of that supervision will be based on direct observation, video tape or audio tape.

P-820 Counseling Practicum I (3 SH)
P-821 Counseling Practicum I (3 SH)
P-822 Counseling Practicum I (3 SH)
P-823 Counseling Practicum II

(Students not electing the CPE option must take P-510 Practice and Context of Spiritually Integrated Psychotherapy before enrolling in P-823) (3 SH)
P-824 Counseling Practicum II (3 SH)

Integrative and Competency Assessment
X-999A Self, Systems and Spirit (0 hours)
Portfolio of papers from P-520, P-621 and P623 or P-745 (0 hours)

Professional Formation and Mentoring

Students will be assigned a faculty mentor who will mentor the student in niches of Family Therapy and professional development. In addition, all students will be assigned to an MFT student who will serve as a peer mentor. At the beginning of Practicum, MFT students will be assigned an MFT buddy who may or may not be the same person as the peer mentor.