



Program Manual

Couple and Family Therapy Program

**Human Development and
Family Studies
Michigan State University**

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SECTION I

AN OVERVIEW OF MAJOR STEPS

IN

THE MSU CFT PROGRAM

AN OVERVIEW OF MAJOR STEPS IN THE CFT PROGRAM AT MSU

Academic Course Work

General Information. At entrance to the program, students will be assigned a temporary faculty advisor. This advisor may become your permanent advisor after a discussion related to permanency, or you may select another faculty in the department to be your permanent advisor. The department PhD Handbook (<http://hdfs.msu.edu/sites/default/files/u4/PhDHandbook2014-15.pdf>; pages 18-28, 2014 version) provides detailed instructions about committee selection and timelines. You will also need to consult with the CFT Program Director for CFT specific courses needed in your plan of study and to ensure that you are meeting the accreditation standards such as the masters level courses needed to meet the standard curriculum, and clinical hours approved for transfer into the program. Note, although your guidance committee is to be selected by you and your advisor (major professor) and approved by the Graduate Program Director before the end of two semesters of study, you should plan out a provisional program of study including CFT specific requirements by the end of your first semester in the program. Students are responsible for contacting their advisors during pre-registration periods each semester. Students must conform to the policies and rules of the Human Development and Family Studies Graduate Program (see the *HDFS PhD Handbook*, online at <http://hdfs.msu.edu/sites/default/files/u4/PhDHandbook2014-15.pdf>) and Graduate School at Michigan State University.

The required courses in the curriculum for the PhD in Human Development and Family Studies with a specialization in Couple and Family Therapy must be completed (see [Section IV](#), Plan of Study, and <http://www.hdfs.msu.edu/graduate/couple-and-family-therapy/curriculum>), along with required clinical contact hours (see [Section VI](#), Clinical Requirements), and internship (see [Section VII](#), Internship). Exceptions to these minimum requirements must be approved by the CFT Program Director and the HDFS Graduate Program Director, in consultation with the student's advisor and her/his doctoral guidance committee. Students who enter the doctoral program without a master's degree in CFT from a Commission on Accreditation for Marriage and Family Therapy Education master's program must take the requisite courses missing to obtain the equivalent of a master's degree in CFT ([Section IV](#), Plan of Study, the document titled "*MA in Couple and Family Therapy*").

Once the student has made the selection of a permanent advisor, the advisor and the student's guidance committee (led by the advisor) will prepare a formal Plan of Study. The Plan of Study includes both courses to be taken and any courses that may be transferred. Transfer of courses from another institution is limited to 9 credit hours. Any decisions about course transfers, waivers, and substitutions will be made by the student's guidance committee and advisor, and must be approved by the HDFS Graduate Program Director before final submission of the Plan of Study to the Graduate School.

CFT students are expected to be fulltime in the program, moving toward their graduate degree in a timely fashion. Students should register for the number of credit hours reflecting the extent of their involvement in the graduate program. This applies to research/individual study courses as well as to formally structured CFT classes. To complete the doctoral program in a timely fashion (i.e., ≤ 4 years from entry into the PhD program), a full course load is 9-10 credit hours each long semester and 4-6 credit hours in the summer term. This reflects 1 credit hour each semester for practicum or internship (HDFS 993) plus additional multiple-credit hour courses. Teaching and research

assistantships (.25 or 25% or above) provide tuition remission for up to 9 credit hours in the long semesters and 5 in the summer term. According to MSU regulations, minimum fulltime enrollment is as follows: doctoral level = 6 credits/semester; following completion of comprehensive examinations = 1 credit/semester. Students on assistantships are required to sign up for a full load of coursework. Please note that assistantships only cover 9 hours of tuition and students need to plan in advance to cover the one credit hour required for HDFS 993.

Students whose enrollment at MSU is interrupted for more than two consecutive semesters (including summer) must reapply for admission. The only exception would be a leave granted for health or family reasons by the CFT Program Director and Graduate Program Director in consultation with the CFT faculty.

Failure to achieve adequate progress in the program may result in a call for an Academic Progress Review (APR) by the Graduate Program Director, as described in the HDFS *PhD Handbook* (p. 17-18). In the APR, a plan of remediation will be developed. Failure to complete the plan of remediation may result in termination from the program. Failure to maintain at least a 3.0 overall course average will also result in dismissal from the program, as will receiving below a 3.0 in more than two courses.

Continuous Clinical Involvement. Until completion of the 1,000 hours of direct client contact (and 200 hours of appropriate supervision) required in the PhD program, students are required to be clinically active as couple and family therapists under appropriate supervision—either in the MSU Couple and Family Therapy Clinic, at a practicum/internship site, or as a volunteer/employee/practitioner. Clinical involvement is defined as face-to-face client contact services or supervision of client therapy services. This requirement can extend beyond accruing the required 1,000 hours for graduation. If a student has a personal situation arise where he/she needs a break from seeing clients, please petition the Program Director in writing, who will make this determination in consultation with the CFT faculty.

AAMFT Membership and Liability Insurance. Students are required to be members (student, associate, Pre-Clinical Fellow, or Clinical Fellow) of the American Association for Marriage and Family Therapy (AAMFT) and to maintain professional liability insurance through AAMFT (or provide proof of such insurance from another source). Liability insurance is provided as part of your AAMFT student membership.

Annual Evaluations

At the end of the Spring term of the student's first year in the CFT program, the student will meet with CFT faculty. The purpose of this meeting is to: (a) evaluate the student's initial progress in the program, (b) determine the degree of fit between the student and the program, (c) confirm that student has identified a permanent advisor reflecting her/his research interests and begun the process of developing a formal plan of study for the doctorate, (d) examine the student's progress in taking on clinical work and moving toward a theory of CFT practice, and (e) consider other matters of concern to the student and/or the faculty. Following this meeting, the CFT faculty will provide a recommendation regarding continuation in the program.

Students will be evaluated at least annually on coursework, practicum/internship performance, research activities, and the fulfillment of assistantship and other responsibilities. This evaluation will be provided in written form and, orally, with the advisor. Opportunities for informal feedback

from faculty will be abundant; however, an appointment with the CFT faculty in response to the written feedback can be scheduled during the Spring semester each year for any continuing students. The Department also requires submission of a student-advisor evaluation of yearly progress, a yearly update on meeting the requirements of the HDFS doctoral portfolio, and, before graduation, a final version of the HDFS doctoral portfolio ([Section IV-Plan of Study; http://hdfs.msu.edu/sites/default/files/u4/PhDHandbook2014-15.pdf](http://hdfs.msu.edu/sites/default/files/u4/PhDHandbook2014-15.pdf), pp. 29-39). Each spring, at the time your portfolio is submitted to the department, please submit a copy of your portfolio electronically to the program director along with a copy of your latest curriculum vitae (CV). In your CV, please be sure to include the following items all in APA 6th edition format:

- 1) Publications (peer review)
- 2) Publications (non peer-review)
- 3) Presentations (international or national scientific meetings)
- 4) Presentations (state scientific meetings)
- 5) Presentations (other, e.g., at local religious group)
- 6) Teaching experiences, instructor of record
- 7) Teaching experiences, teaching assistant
- 8) Teaching experiences, list all guest lectures given
- 9) Teaching credentials (e.g., a teaching certificate).
- 10) Licensure status (if you took the exam, please indicate the date)
- 11) Grant involvement (note your role on grants written)
- 12) Names and dates of college or university research seminars or trainings you attended each year while you were in the program. These can be grant writing workshops, scholarly speaker series, statistical workshops, college or university research colloquia series). Note, that departmental portfolio requirements are that each student attend two of these each year in the program.
- 13) Service conducted including program, department, university, profession, community, and community outreach. Note that service and outreach are required portfolio items. .
- 14) Membership in national and state organizations (e.g., AAMFT, NCFR).

Practicum and Internship

The required number of client contact and supervision hours must be completed before graduation (for details, see [Section VII](#) on practicum and internship hour requirements). The program strongly recommends that the student apply for a Limited License as a Marriage and Family Therapist (LLMFT) in the State of Michigan as soon as she/he is eligible (see the Michigan.gov website for licensure details). Minimal requirements for the LLMFT are a master's degree in CFT (or equivalent) and completion of 300 hours of direct client contact, half of which must be relational. Full licensure (LMFT) requires completion of at least 1,000 hours of direct client contact, with appropriate supervision, along with completion of the equivalent of the Commission on Accreditation of Marriage and Family Therapy Education (COAMFTE) master's in CFT curriculum. It is possible to apply for full licensure before completing the PhD, once the 1,000 hour requirement is met.

Completion of Clinic Responsibilities

As a group, CFT faculty will review at least annually the clinical progress of students who are active in the CFT Clinic. Failure to achieve adequate progress in clinical work may result in a call for an Academic Progress Review (APR), as described in the HDFS *PhD Handbook* (p. 17-

18). In the APR, a plan of remediation will be developed. Failure to complete the plan of remediation may result in termination from the program.

There are two points of note in terms of clinical involvement:

- 1) Completion of hours in the Couple and Family Therapy Clinic. Once you have completed the minimum hours you are required in the CFT Clinic, as detailed in the form titled [Minimum Clinical Hour Requirements for the Doctoral Degree in Couple and Family Therapy](#), please complete the form titled “[Clearance for Exit From Couple and Family Therapy Clinic](#)” This form must be signed by the Clinic Coordinator, Clinic Director, and Program Director. The final signed form should be submitted electronically to the Program Director for inclusion in your student file.
- 2) Completion of 1,000 hours. Even though you are done in the clinic, you may not yet have the required hours for graduation. ***You need to continue to submit hour logs to the Clinic Coordinators so that your hours can be documented.*** Completing the required 1,000 clinical hours does not lead to automatic release from clinical involvement. The student must verify her/his number of direct client contact and supervision hours and receive permission from the CFT Program Director and the CFT Clinic Director to be released from clinical responsibilities and cleared for graduation. Please complete the form titled “[Clearance for PhD Graduation](#)” when you are completely done with your 1,000 hours. This form must be signed by the Clinic Coordinator, Clinic, Director, and Program Director. The final signed form should be submitted electronically to the Program Director for inclusion in your student file.

Research Activities

All students are strongly encouraged to conduct research in cooperation with MSU faculty and/or peers. Part of becoming a professional in marriage, couple, and family therapy includes conducting research for presentations at professional meetings and publications in professional journals. Research involving human subjects (as opposed, for example, to an existing database) must have prior and continuing approval from the MSU Committee for the Protection of Human Subjects (IRB: <http://www.humanresearch.msu.edu/>). A faculty member must be listed as the primary investigator on any research proposal sent to the IRB. The student’s major professor or dissertation advisor will be responsible for assisting each advisee in identifying appropriate research opportunities. The HDFS doctoral portfolio includes a requirement that students document their research activities.

Doctoral Comprehensive Examination

The doctoral comprehensive examination, taken after the completion of 80% of the student’s course work in the Plan of Study (not including dissertation credits) and demonstration of clinical competence to the satisfaction of the CFT faculty, permits the student to integrate materials from a variety of different courses and his/her clinical experiences prior to beginning the dissertation. Following successful completion of the comprehensive examination, the student is officially admitted to candidacy for the Ph.D. degree. Upon admission to candidacy, the student has a maximum of four (4) years in which to complete the dissertation. Details regarding the Comprehensive Examination can be found in the HDFS *PhD Handbook* (page 41). The CFT program uses comprehensive examinations to evaluate key skills in students. The CFT program uses a unique approach to the oral exam. The oral exam focuses on your own specific theory of

therapy. [Appendix 4](#) contains the description of the CFT oral exam. [Appendix 3](#) contains a rubric that CFT faculty use to evaluate your performance in the exams.

Doctoral Internship

All students must complete an internship as part of the doctoral program (see [Section VII](#) on Internship). Because students must complete a total of 1,000 supervised direct client contact hours to complete the doctoral degree (see [Section VI](#) on Clinical Experiences), the internship may be primarily clinical in nature. For students with considerable clinical experience, the internship may be designed to include clinical, administrative, supervisory, teaching, and/or research experiences.

Dissertation (Doctoral Students)

All students in the doctoral program must complete a dissertation (see *HDFS PhD Handbook* for full details of dissertation expectations and processes). Once the final dissertation defense is scheduled, the student will notify the CFT Program Director who will use the CFT e-mail (CFT_Program@googlegroups.com) to notify CFT faculty and students of the time and place of the oral defense at least two (2) weeks prior to the defense. All CFT students are encouraged to attend the defense. It is strongly encouraged that all dissertations have a focus on couple, marital, or family therapy outcomes or processes and that dissertations include a section with implications for couple, marital, and/or family therapy.

SECTION II

**PROGRAM MISSION, EDUCATIONAL
OBJECTIVES, STUDENT LEARNING
OUTCOMES, PROGRAM OUTCOMES,
AND FACULTY OUTCOMES**

PROGRAM MISSION, EDUCATIONAL OBJECTIVES, STUDENT LEARNING OUTCOMES, PROGRAM OUTCOMES, AND FACULTY OUTCOMES

CFT Program Mission

The mission of the doctoral program in Couple and Family Therapy (CFT) at Michigan State University is to produce leaders in CFT research and practice by providing CFT faculty and students from a range of academic backgrounds with high quality research opportunities, teaching experiences, and clinical activities.

Vision

The vision of the CFT program is to build on and add to current strengths to remain a leader among CFT doctoral training programs by (a) educating students who are competent in CFT research, teaching, and practice, and (b) attracting and maintaining faculty members who are leaders in CFT research and training.

Educational Objectives

1. To prepare students who are competent researchers, teachers, clinicians, and therapy supervisors.
2. To create and maintain a couple and family therapy faculty who are productive researchers and who demonstrate effective teaching, clinical, and supervisory skills.
3. To maintain and enhance a doctoral program that is successful in (a) developing and implementing research that is relevant and appropriate to the CFT and Human Development and Family Studies fields, (b) creating a positive learning environment; and (c) enhancing lives of individuals and larger systems through faculty and student efforts.
4. To create a doctoral couple and family therapy program in which diversity in its many forms is honored through research, teaching, and presentations and publications by students and faculty.

Student Outcomes¹

- A. Research: Students are actively engaged in research activities.
- B. Teaching: Students have experience with professional teaching.
- C. Professional Activities: Students are active in professional organizations.
- D. Clinical Activities: Students have significant clinical experiences.
- E. Service: Students serve as volunteers in a variety of settings.

Program Outcomes

- A. Graduation rates: Students graduate in a timely fashion with the support of faculty.
- B. The AAMFT Code of Ethics: Students and faculty understand and follow to the AAMFT Code of Ethics
- C. Program graduates: Graduates will obtain relevant professional positions, qualify for licensure as MFTs, and continue to be active in the professional MFT organizations and activities.
- D. Core Faculty: Core faculty will be successful in their teaching, research, and service activities.

¹ A more detailed description of Student, Program, and Faculty Outcomes will be found at <http://www.hdfs.msu.edu/graduate/couple-and-family-therapy>

- E. Course/Practicum Related: Faculty will receive consistently above average ratings for both formal teaching in organized courses and as clinical supervisors. Students who are responsible for teaching undergraduate courses will be rated as above average for their courses.
- F. Clinic/Community-based Services: Through faculty and student efforts, the Couple and Family Therapy Clinic will provide services to diverse populations.

Faculty Outcomes

- A. Research-related Activities: Faculty are actively engaged in research relevant to couple and family therapy.
- B. Professional Activities: Faculty engage in professional activities.
- C. Service. Faculty provide services to the HDFS Department, the College, and University, as well as professional organizations.
- D. Service to the Couple and Family Therapy Program. Faculty participate in the CFT program through teaching, clinical and research supervision, and student recruitment.

The CFT Program at Michigan State University (MSU) is committed to provide a balance among research, teaching, and clinical training in couple and family therapy to students who are committed to extending the practice and knowledge-base of couple and family therapy. To this end, we (1) recruit and train students who are capable of making unique contributions to the field of couple and family therapy through research, teaching, and other activities, (2) provide students with the training to function as couple and family therapists at a high level of clinical competence, and (3) strive to create a program atmosphere that values diversity and is committed to enhancing the lives of all persons. We view training excellent clinicians as a worthy objective for every accredited CFT program, and as a necessary, but not sufficient, objective for an accredited CFT training program at the doctoral level.

As an institution, MSU is committed to the principle that there shall be no difference in the treatment of persons because of gender, race, creed, national origin, sexual orientation, age, or disability, and that equal opportunity and access to facilities shall be available to all. Reflecting the University's commitment, a central objective of the MSU CFT Program is the creation of a context of self-examination, tolerance of differences, and a commitment to increasing social justice. In this context, students are encouraged to pursue lines of research that are personally, as well as professionally, meaningful, relevant, and important. However, such lines of research should also fall within a training model in which each student works with her/his advisor as part of the gradual process of developing a program of research (obtaining funding, implementing studies, publishing, etc.). Thus, admission of a student into the program will be heavily influenced by the commitment of a CFT faculty member to working with that potential student in the context of common research interests. Similarly, students are encouraged to develop an approach to therapy that is consistent with their own values and grounded in sound theory, research evidence, and practice skills. Further, students are encouraged to examine how their expertise and efforts in research and clinical work can enhance justice for all persons in society.

Students seeking to graduate with a Ph.D. in CFT are required to complete additional course work beyond the master's curriculum and complete 1,000 hours of face-to-face therapy (at least

500 hours with couples or families). The total of 1,000 hours is comprised of hours accumulated in a prior master's program (assuming these hours meet certain standards), clinical work at the MSU Couple and Family Therapy Clinic, approved community placements outside the Couple and Family Therapy Clinic, alternative hours, and internship hours. [Section VI](#)-Clinical Experiences and [Section VII](#)-Internship provide more complete information on the requirements for clinical hours.

In Michigan, graduation from a doctoral program accredited by the COAMFTE is one route to full licensure (i.e., without further specification of required academic courses). Full licensure as a CFT requires 1,000 hours of therapy experience. Completion of the master's curriculum (as defined by Michigan law) and 1,000 client contact hours is sufficient to apply for full licensure (which will also require a passing score on the test administered by the Association of Marital and Family Therapy Regulatory Boards). Thus, advanced PhD students who have met the 1,000 hour requirement may choose to apply for full licensure before completing the doctorate and graduating. AAMFT requires full state licensure for status as a Clinical Fellow. In addition, to be eligible to apply for AAMFT Approved Supervisor status, the applicant must be fully licensed as a CFT for two (2) years. The MSU CFT program is not designed to meet the requirements for licensure in other professions (e.g., licensed professional counselor [LPC]).

Upon completion of the doctoral program in Couple and Family Therapy, we expect the student to have obtained:

- An ecological perspective that takes into account the client couple, family, and individual in the context of their own histories and life experiences, present context, and the context of their homes, neighborhoods, cities, and wider society. Such a perspective includes an understanding of the destructive impact of power imbalances and discrimination on clients' lives and on society.
- A comprehensive knowledge of couple and family theory and research.
- A comprehensive knowledge of the major approaches to couple and family therapy at the level necessary to teach others about these approaches.
- An ability to function at a professional level as a couple and family therapist, including:
 - a definite theory and practice of therapy,
 - an understanding of and commitment to the professional ethics and standards established by AAMFT,
 - an ability to
 - evaluate his/her own strengths and limitations as a clinician,
 - assess functional and dysfunctional family systems,
 - diagnose and treat mental illness as defined by the Diagnostic and Statistical Manual, Version V,
 - conduct original research relevant to the CFT field, including evaluation research on the effectiveness of family therapy,
 - professional maturity, including a commitment to participating in relevant professional organizations and to representing the profession of couple and family therapy to the broader community through ethical practice, education, policy making, and other activities,

- an articulated philosophy of supervision,
- a commitment to a systemic orientation.

We believe couple and family therapy is in a position to advance our understanding of the human condition. The social and behavioral sciences have turned increasingly to the study and recognition of the importance of the family in its impact on societal problems ranging from behavior problems in children to depression and substance abuse in adolescents and adults. Much of the academic work on these problems has been undertaken by those with limited direct clinical experience and understanding of families and social context. On the other hand, the field of couple and family therapy has developed with too little attention to establishing the validity of its theoretical base and clinical wisdom by a coherent body of research findings. Thus, one of the imperatives for the MSU CFT program is to train students who have clinical and research experience and sophistication. For example, our training curricula provides a strong emphasis on students learning evidence-based treatments (EBTs) and change processes, as well as students applying such knowledge in the development of their clinical skills and programs of applied research.

The MSU CFT faculty have achieved national and international recognition and have advanced the integration of human development and family studies with couple and family therapy by continually highlighting the systems theory point of view. The integration of the traditional research and theory approaches of family studies and human development with those of couple and family therapy can be observed in the integration of issues of development, family issues, and a systemic perspective in the graduate course syllabi of all faculty, the types of research questions asked by faculty, and the broad integrative knowledge, both clinical and non-clinical of our doctoral students.

We view the coursework, research, and clinical portions of our program as equally important. Clinical training must proceed from a solid understanding of human development and couple and family processes. To be meaningful, however, we believe the formal knowledge and research understandings must be applied and tested by a knowledge that comes only by the experience of working directly with couples and families. Couple and family therapy is an enterprise that involves such direct contact. Because we do not think the clinical experiences, formal coursework, and research should be separated, all three are integrated and emphasized throughout the student's training.

As a faculty, we do not teach or adhere to a single theory or school or approach to couple and family therapy. Rather, we teach elements of the major approaches, including key evidence-based approaches, and expect the student to be willing to examine the value of various theories and approaches in her/his work with clients. We want the student to understand, compare, and evaluate the major approaches. The student's task is to integrate them into a personally meaningful and effective approach for the purpose of helping families change, and for the purpose of helping others understand families better through teaching and research. The faculty have a collective interest in helping students understand their own role in the clients' change process. They believe it is vital for students to recognize how their own actions, experiences, and values may facilitate or hinder clients' change by dealing with self-of-the-therapist issues.

The CFT Faculty are actively involved in all aspects of the student's education and training and provide extensive and sustained mentoring in both research and clinical work throughout the program.

SECTION III

PROGRAM POLICIES REGARDING

GRIEVANCE AND DISMISSAL,

CONFIDENTIALITY, HUMAN

DIGNITY AND DIVERSITY

GRIEVANCE AND DISMISSAL POLICIES AND PROCEDURES FOR GRADUATE STUDENTS

Grievance Policies and Procedures

Any grievance or appeal process begins at the level of the individuals immediately involved: with another student, if there is a concern about that person; the associated instructor, if an individual course is at issue; with the Program Director of the Couple and Family Therapy (CFT) Program, if a CFT policy is involved; with the clinical supervisor, if a clinical matter is involved, with the Graduate Programs Director, if an HDFS graduate program policy is involved; with the Department Chair, if a departmental policy is involved, etc. Students may wish to consult with the MSU Ombudsman (ombudsman@msu.edu) regarding their rights and responsibilities.

Where satisfactory resolution has not been achieved at one level, the grievance or appeal of a decision can be taken to the next appropriate level of administrative authority. Thus, certain matters proceed from the CFT Program Director to the HDFS Graduate Program Director to the Associate Dean for Graduate Studies in the College of Social Science (Associate Dean) and then to the Dean of the College of Social Science. If the matter is not satisfactorily resolved within the College, it would be referred to the Graduate Dean, the Provost, or the Vice-President for Student Affairs (depending on the nature of the matters which are at issue) and then to the President of the University in whom final authority is vested. At any of these levels, there is a specified and explicit procedure for bringing a grievance or appealing a decision. Students may wish to consult the HDFS *PhD Handbook* for further details about this process. Figure 1 is a visual representation of this process.

The established Program procedures have been developed in compliance with existing legislation and the associated procedures have been articulated in major documents, including the University catalog (on-line as *Academic Programs*, www.reg.msu.edu/ucc/ucc.asp), the Graduate School's *Guidelines for Graduate Student Advising and Mentoring Relationships*, the current *MSU Student Handbook and Resource Guide* (particularly Part II and Part III), and other sources. Among the legislatively-based areas of University compliance are Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 (45 CFR 86), and Sections 503 and 504 of the Rehabilitation Act of 1973 (all requiring nondiscrimination on the basis of race, color, national origin, religion, sex, or handicap) plus the Age Discrimination in Employment Act of 1957 and Section 402 of the Vietnam Era Veterans Readjustment Act of 1974 and Executive Order 11246 as amended (nondiscrimination due to age or toward disabled veterans of Vietnam era). This is not an exhaustive list, but each item encompasses a particular pattern of compliance with associated procedures for assuring accountability.

In almost all cases, it is preferable to handle a grievance informally at the level at which the grievance has arisen. Specifically with regard to students in the CFT Program, the individual with a grievance should attempt to resolve it directly with the other person or persons involved. If satisfactory resolution is not reached, the individual should bring the grievance to the Director of the CFT Program who will attempt to help the parties involved reach a satisfactory resolution. If there is a potential conflict of interest (e.g., the CFT Program Director is also the instructor against whom the student has a grievance), the process would proceed to the next higher level.

With both the informal and formal grievance process, it is crucial to proceed in a timely manner. Normally, the individual with a grievance would initiate the resolution process as soon as possible after the incident or incidents in question occurred, within 60 days at the latest. At each level, every effort should be made to attempt to resolve the grievance within 2 weeks.

In any grievance procedure, it is imperative that the individual bringing the grievance be protected from any negative consequences arising from the act of bringing a grievance. Fear of negative consequences is one of the reasons it is difficult to begin the grievance procedure at the level at which it must ideally begin—with the person(s) directly involved. This is especially difficult when the person with the grievance has less power than the other individual, for example, a student with a grievance against a clinical supervisor or a faculty member. By its very nature, however, a fair grievance procedure requires that difficult issues must be raised and all parties involved must be informed that the grievance exists. Every effort will be made to protect the rights of the person bringing the grievance against retaliation. The CFT Program faculty are committed to insuring that the grievance procedure is a fair one and that mechanisms are in place for protection and appeal.

Dismissal from the Couple and Family Therapy Program

The faculty of the Couple and Family Therapy program serve as gatekeepers to the profession of Couple and Family Therapy. Student success in the program is defined not only by academic competence but also by clinical competence, including ethical conduct. Failure to demonstrate academic competence, as indicated by more than two grades below a 3.0 in courses or failure in the comprehensive examination, would be grounds for dismissal by the University. Academic or research performance that is consistently below CFT program standards, as defined by the faculty, would be grounds for the CFT Program Director to call for a Review of Academic Progress. Failure to meet the requirements coming from such a review would result in termination from the CFT program.

Failure to demonstrate clinical competence is the particular province of the CFT faculty. Students are required to demonstrate increasing levels of clinical performance over their time in the program. Further, students are required to adhere to the *AAMFT Code of Ethics*. A serious breach of the *Code of Ethics*, of state law regarding the practice of CFT, or of professional ethics in general would be grounds for the CFT Program Director to call for a Review of Academic Progress. Failure to meet the requirements coming from such a review would result in termination from the CFT program.

Performance in the Clinical Role

Students and faculty in the CFT Program must adhere to the *AAMFT Code of Ethical Principles for Couple and Family Therapists*, even if the individual is not a member of AAMFT. Complaints and grievances related to clinical supervision or the student's clinical role should first be discussed with the clinical supervisor. If the issue is not resolved, the grievance procedure should follow the steps outlined previously.

It is crucial that clinical training occur in a climate that is respectful of clients, therapists, and supervisors. In group or individual supervision settings, feedback on an individual's work should be made specifically and directly to the individual involved. It is important

to state the positive aspects of the individual's performance as well as areas of needed change in a respectful manner, using specific examples.

If the grievance involves unethical behavior on the part of an AAMFT member (Student, Associate, Pre-Clinical Fellow, or AAMFT Clinical Fellow), the individual bringing the grievance is also encouraged to report the alleged unethical behavior to the AAMFT Ethics Committee in the national office in Washington, D.C. The Michigan Board of Marriage and Family Therapy should be notified if the person who is alleged to have engaged in unethical conduct holds a limited or full MFT license (LLMFT or LMFT).

Publication Authorship Issues

In conducting research and in assigning authorship to publications, students and faculty in the CFT Program follow the relevant MSU regulations on conduct of research with human participants as well as the *AAMFT Code of Ethics*, and the guidelines provided in the *APA Publication Manual (6th Edition)*. Assigning authorship credit follows the principle of assigning credit in proportion to each individual's contribution. It is very helpful to negotiate, in advance, responsibilities and authorship issues on joint research projects. A written contract agreed to by all parties prior to beginning a joint research project is highly recommended.

Co-authorship by a faculty member on student work done in a particular course or as part of the comprehensive examination by the student is not automatic. The faculty member's contribution would have to be substantial, going beyond editing or giving comments on papers at the level ordinarily provided by the instructor of a course. Similarly, students who conduct library research or data analyses for a faculty member as part of an assistantship, employment, or an independent study would not ordinarily receive co-authorship. Access to faculty-generated data is determined by the faculty member. In the event of substantial contributions, co-authorship by faculty members and students is warranted. For more details refer to the *AAMFT Code of Ethics* and the *Publications Manual of the American Psychological Association, 6th Edition*. Several articles in the literature address issues of authorship.

Other Matters of Concern

Access to Personal Records

Guidelines governing student access to personal records and the procedures for challenging information in these records are published in the *MSU Student Handbook and Resource Guide* (Graduate Student Rights and Responsibilities, Part II, Article 3).

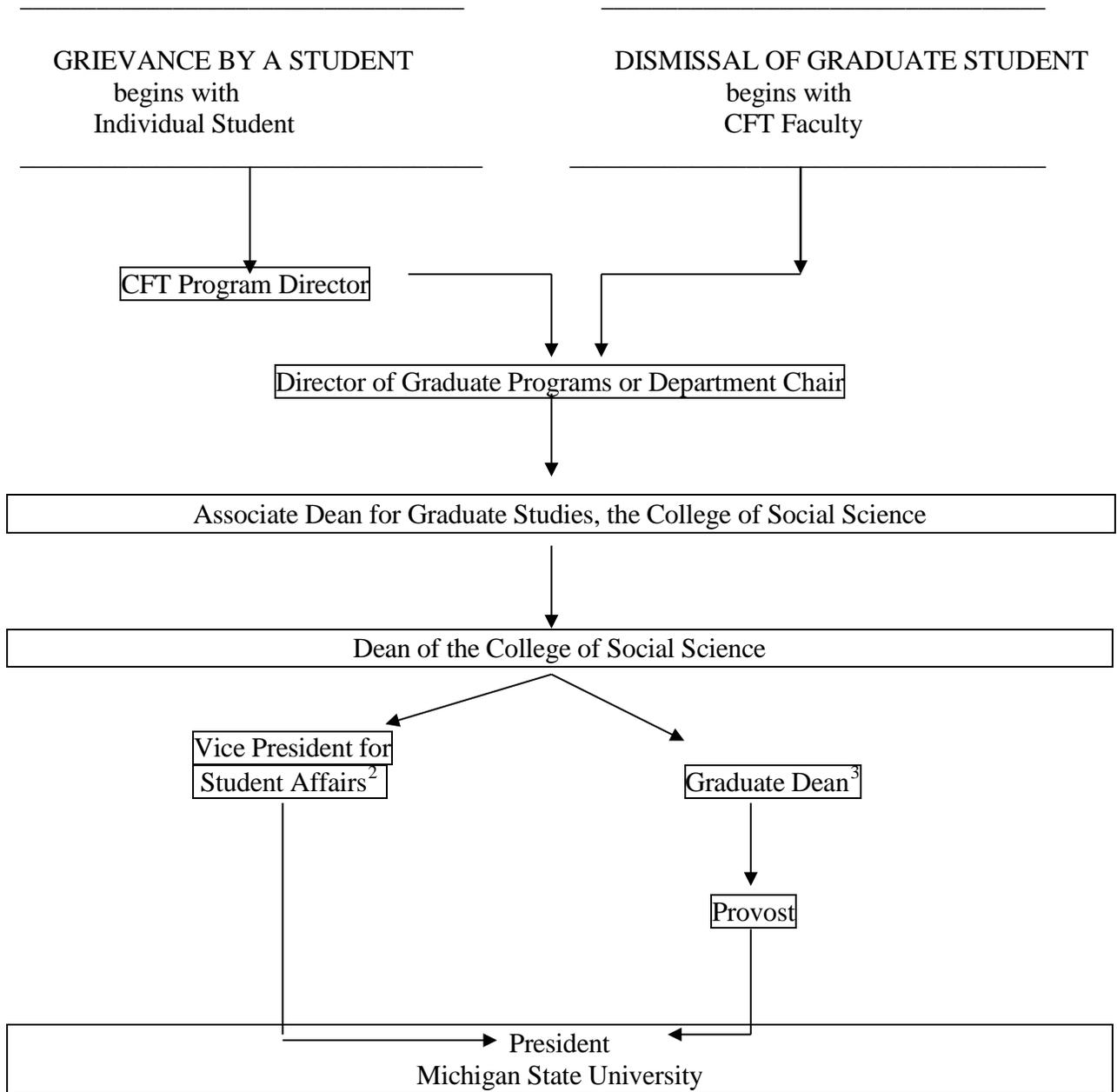
Gender Discrimination

Title IX of the Higher Education Amendments of 1972 prohibits discrimination on the basis of sex/gender in student programs and activities. Complaints concerning any violation of Title IX should be directed to the Vice President for Student Affairs and Services.

Sexual Harassment

Student concerns about sexual harassment which involve faculty or staff should be directed to the office of the Vice President for Student Affairs and Services. Harassment incidents among

FIGURE 1
FORMAL APPEALS PROCESS



² Grievance involves access to personal records, sex discrimination, sexual harassment, discrimination based on disability.

³ Grievance involves academic matters, ethical violations, dismissal, grade appeals, etc.

students should be reported to this office as well. Harassment concerns which arise out of a student's employment with the university are covered in the section on employment.

Students with Disabilities

Students with grievances related to discrimination on the basis of the disability may contact the Office of the Vice President for Student Affairs and Services.

Grade Appeals

Students who wish to appeal a course grade should consult the Office of the Dean of the College of Social Science where copies of the grade appeals policy, procedures, and forms are available. Note that grades may be appealed through this process only when there is demonstrable evidence that prejudice, or arbitrary or capricious action on the part of the instructor has influenced the grade. A student who wishes to appeal the results of a comprehensive examination, alleged excessive requirements by an advisor or committee, and other matters relating strictly to graduate education, may appeal under procedures established by the Graduate School.

Appeals for Exceptions to Program Requirements

If the requirement at issue is a CFT program requirement, the student should present a written request to the CFT Program Director. The Director will consult with the CFT faculty, and respond in writing to the student. If the matter is not resolved at the program level, the student should follow the appeals procedure already outlined, beginning with the Director of Graduate Programs. Appeals for waivers of particular courses based on previous course work should be made to the CFT Program Director and the faculty member primarily responsible for the course in accordance with departmental procedures. However, waiver of a required course must be formally approved by the CFT and Graduate Program Directors. If the student is not satisfied, the above grievance procedures apply.

Assignment to and Performance in Assistantship Role

Complaints and grievances related to employment within the department should first be discussed with the supervisor in charge of the position. If the issue is not resolved the student should present the matter in writing to the Graduate Program Director and/or Department Chair. If the student is still not satisfied, the University's grievance mechanism is to be invoked.

Suspension, Probation, and Dismissal

The University specifies the circumstances under which students may be put on probation, suspended, or dismissed for academic reasons. In addition, the CFT graduate faculty may move to probate, suspend, or dismiss from the program any student who does

not fulfill the academic requirements specified in the graduate student manual, whose clinical progress is deemed inadequate after attempts at remediation, or any student whose work over a period of time shows a demonstrable lack of progress toward their degree. Usually such action would be initiated by the CFT faculty and communicated in writing to the student, the student's advisory committee, Director of Graduate Programs, and the Department Chair. The Program Director or the student's advisor, through the Director of Graduate Programs, may call for a Review of Academic Progress to develop a plan of remediation as an alternative to moving for dismissal from the Program.

Because it is a clinical program, it may be necessary to dismiss a student from the CFT program for other than academic reasons. One of the most difficult tasks facing a faculty occurs when a student's behavior is deemed to be so inappropriate as to warrant major concern as to whether the person is emotionally, interpersonally, or ethically suited for entry into the profession of couple and family therapy. With regard to ethical matters, students are required to be familiar with and abide by the *AAMFT Code of Ethical Principles for Couple and family therapists*. The web address for this code is: http://www.aamft.org/imis15/Content/Legal_Ethics/Code_of_Ethics.aspx, and is reached via the [aamft.org](http://www.aamft.org) website.

The professional role is a decidedly sensitive one. Responsibility must be assumed by the CFT faculty to assure that those who might pose serious risks to clients and the standards of the profession (due to emotional instability or questionable ethical standards) are not allowed to enter the profession. Although such measures are most unpleasant, such decisions occasionally are necessary in considering the welfare of everyone involved. Such issues may transcend adjustments via feedback provided in day-to-day supervision and instruction. Accordingly, when such problems occur, the CFT faculty convenes to specify its concern in writing to the student and the student's advisor. Where possible, this statement specifies the particular behaviors in question, the desired changes and means of addressing them, and a time for re-evaluation of the concern where appropriate. If remedial action on the part of the student is not deemed feasible, the student should be informed about the reasons why he/she is regarded as unsuitable for this particular CFT training program.

The written statement will accompany full verbal feedback to the student, particularly from faculty or others with information from direct observations of the student. If the student feels the matter has been misrepresented, she/he will reply to these concerns and present his/her perspectives on the matter. The matter may be arbitrated at the level of the CFT program level or the recommended measures invoked (e.g., suspension from the program, pending a student's attempts to resolve the problem via therapy). At the end of the stated time or process, the matter would be reviewed and, in the absence of sufficient change in the desired direction, measures would be taken to dismiss the student from the program.

At any point in this process, the student has a right to appeal. Because these cases are unusually sensitive, students are reminded that they are not required to appeal and that the matter may be resolved without bringing it to the attention of the full CFT faculty. If

the student does wish to appeal a decision of this type, he/she may do so, in writing, to the Graduate Program Director. From that point, the appeal procedure follows that already stated.

Usually students who would be dismissed under these circumstances would be dismissed from the graduate program of the department. However, under some circumstances, a dismissal decision may specify that the student retains the right to apply for admission to other graduate programs within the department.

Academic Conduct

Students are expected to hold themselves to high standards of ethical conduct in all phases of their academic work. Students should understand that such actions as plagiarism or cheating, or attempts to do so, are unethical and will not be condoned.

PAPERS CANNOT BE SUBMITTED TO FULFILL REQUIREMENTS FOR MORE THAN ONE COURSE. To do so constitutes academic misconduct. This is not meant to deter students from further development of a research or topical area through extension of previous work. Students should consult with the course instructor to be clear on the acceptability of papers that are based on prior coursework or other projects.

Academic misconduct may result in a course grade of F for coursework or, in some circumstances, dismissal from the program and suspension or dismissal from the University.

CONFIDENTIALITY IN SUPERVISION AND TRAINING

Couple and family therapists are under an ethical obligation to avoid exploiting the trust and dependency of students and supervisees (*AAMFT Code of Ethical Principles for Couple and Family Therapists*). Students are expected to share personal information about themselves and their families of origin in CFT classes and in supervision. We believe that dealing with such material is essential to the process of CFT training. Such information will be treated sensitively and will not be shared with anyone outside of fellow class members and the CFT faculty.

Section 4.7 of the *AAMFT Code of Ethics* defines the limits of confidentiality for supervisees. The Michigan State University Couple and Family Therapy Program has a clear responsibility to protect clients under the care of student therapists from unethical or incompetent practices (see *AAMFT Code of Ethics*). We have an additional responsibility to Michigan State University to protect the integrity and well-being of the Couple and Family Therapy program as well as an obligation to the State of Michigan and the profession of couple and family therapy to prevent unethical and/or incapacitated individuals from entering the profession.

In response to our ethical obligations to avoid exploiting students, any decision regarding the fitness of any student to continue training as a couple and family therapist must be made in consultation with the entire CFT clinical faculty. Comparative evaluations of students must be made among faculty members. Such information will not be shared with other students. For these reasons, the CFT clinical faculty must operate as a confidentiality unit. A confidentiality unit means that information defined as sensitive will be retained within *the group*. The information gathered in supervision, classes, or individual conversations between students and faculty members, which is relevant to the well-functioning and ongoing evaluation of the student, must be shared among the clinical faculty. Students retain responsibility for those things which they choose to share with faculty members. This policy on supervisee confidentiality is in accordance with Section 4.7 of the *AAMFT Code of Ethics*.

One other confidentiality group consists of the mentors (advanced doctoral students) and the instructor in the supervision course and supervision practicum. These students and this instructor together supervise every doctoral student throughout the first year in the Program, regardless of prior experience. As Supervisors in Training, the mentors are learning about and experiencing supervision of more junior therapists. Of necessity, they must individually and collectively discuss first year students with the instructor and their colleagues in the class as part of both these courses. As with the faculty confidentiality unit, the mentors treat all information discussed as confidential.

Finally, if issues of clinical or academic performance necessarily involve a non-CFT faculty member or the Graduate Program Director, it would be possible to share that information. With these exceptions, information related to student's clinical performance will not be shared with other non-clinical faculty or administrators. Should a student be required to enter personal therapy and/or cease doing therapy for remedial reasons, other faculty members outside of the CFT program, including administrators, will be informed only that the actions are being taken for personal reasons. No details of personal problems will be presented. This will also be CFT policy should personal information concerning a student be related to dismissal of the student from the

program. If a student appeals any decision regarding standing in the program, however, then confidentiality cannot be maintained in the appeal process. It is imperative that supervisee confidentiality be maintained within these outlined parameters.

This confidentiality statement is provided to help students understand the limits of confidentiality. Successful CFT training and supervision is, in large part, dependent on the quality of relationships between faculty and students. These relationships are built over time. The CFT faculty are committed to the respect and dignity of students. We feel that maintaining a faculty confidentiality unit is the most effective way of dealing with students' personal issues in a respectful manner, allowing us to fulfill our obligations to clients, Michigan State University, and the profession of couple and family therapy.

STATEMENT ON HUMAN DIGNITY

The Michigan State University Couple and Family Therapy Program is dedicated to the idea that all human beings are of worth and value simply by virtue of their humanity. We believe that all of our professional activities as family therapists and family therapy trainees should reflect this value and worth by according basic human dignity and respect both to our clients and to each other. This is a core value of our training program.

The MSU Couple and Family Therapy program respects the expression of a wide diversity of personal values and behavior. As family therapists, we are aware that we will encounter clients, colleagues, and trainees with values and behaviors that are different from our own, perhaps even in opposition to our own. In our role as helping professionals, the accordance of dignity and respect to all humans requires us to help those who seek our expertise, regardless of how we might feel personally about their values, behaviors, and lifestyles.

Clearly, part of our role as helping professionals involves responding appropriately to illegal behavior or behavior that endangers vulnerable others who are not willful, knowledgeable participants. However, it is not our professional role to evaluate and respond to other people's behavior based on our own code of ethics and conduct. It is reflective of the devaluation and disrespect of humans when we behave in a judgmental manner toward those who conduct themselves in a manner that we might not find appropriate for our own moral or ethical code.

We recognize the right to freedom of conscience of each student; however, we expect each student to examine carefully the limits of that right with respect to clients and consult with faculty and peers before acting. This professional responsibility will be consistently highlighted by faculty in clinical supervision and clinical courses.

Automatically refusing to provide therapy services to any person(s) whose values and behavior do not reflect our own values and behavioral codes devalues and denigrates those human beings, and this refusal will not be tolerated. This principle also applies to lecturing to clients or moralizing about behavior that is different from our own, but which behavior is conducted in a manner that is reflective of the client's values. When in doubt regarding whether or how to treat a client in such situations, the trainee must consult with a supervisor, CFT faculty member, and/or the CFT Program Director.

We believe that an underlying concept in dealing with those whose values and behaviors are different from ours should be:

"If I do not respect the values and choices of others who are different, then how can I possibly expect others to respect me and the values and choices I have made?"

As a couple and family therapy program, we understand that personal values are very important. We also believe that the core values of tolerance and acceptance of others held by the Program and profession of couple and family therapy are important for those who wish to pursue the profession.

There may be times when personal values come into conflict with program and professional values. It seems very important for each of us to evaluate personal and professional values in an ongoing manner, and to seek guidance and advice from faculty members, peers, and other professionals when issues of client values and behaviors seem in conflict with our own.

We are under both a legal and ethical obligation to report suspected abuse or neglect of a minor child, an incapacitated person, or an elderly person to the proper authorities. If there is a threat of harm to self or others, we are under an obligation to act to protect the threatened person. It is better to err on the side of reporting rather than to imagine that there is no need to report suspected or actual abuse or neglect or threats to self or others. CFT faculty and supervisors should be consulted in such matters, if at all possible.

In research activities, it is equally imperative that faculty and students in the CFT program strive to value the dignity and worth of the participants in research, both in the way the research is conducted and in the ways the research is presented. When dealing with participants (or existing data sets) who are different from ourselves, we are obliged to examine our own knowledge (or lack thereof) regarding the context of the participants, seek further information, and carry out the research and data presentation in ways that demonstrate an understanding of context, history of discrimination and oppression, and personal histories of participants.

SECTION IV
PLAN OF STUDY

PLAN OF STUDY

Developing a Plan of Study

The setting up of a committee and developing a Plan of Study is fully described in the department PhD Handbook (<http://hdfs.msu.edu/sites/default/files/u4/PhDHandbook2014-15.pdf>). CFT students have a prescribed set of courses, some of which should be taken in sequence. A list of these courses are included at the end of this section of the *CFT Manual*. Other information is included in the HDFS *PhD Handbook*. It is important that students plan well in advance for this sequence of courses. Some courses such as statistics fill up quickly. Other courses are only offered every two years. In order to meet the course requirements, students need to plan well in advance for their planned sequence of courses.

You should meet with your advisor regularly. You should also meet during the fall semester of your first year with the CFT Program Director to go over courses you took as a master's student and additional courses, if any, you might need to take to meet the masters requirements.

Doctoral-level students' guidance committees consist of the major professor (advisor), at least two additional HDFS faculty members, and at least one member of the MSU faculty from outside the department (e.g., psychology, sociology, communications). At least one member of the committee must be a CFT faculty member.

Once the Plan of Study is approved by the advisor and the guidance committee, the advisor and CFT Program Director must review the proposed course curriculum to ensure that it meets the requirements for the doctorate with a focus on COAMFTE accreditation standards.

Annual Evaluations

In the Spring of each academic year, the student and her/his advisor meet to review progress toward the PhD degree. The student must complete/update the HDFS doctoral portfolio documents and bring them to the annual evaluation meeting with the advisor. This set of documents provides the student with a dossier describing her/his accomplishments over the PhD. Some portfolio requirements, such as attendance at college or university research seminars or training experiences, must be met each year by every student. Other requirements, such as presentations and/or posters at scholarly conferences, are met over the entire period leading to the doctorate.

In addition to these evaluations, the student will be evaluated each year by the CFT faculty in terms of progress through the program. Because the CFT curriculum includes both clinical and classroom experiences, and because each faculty member knows only part of how the student is progressing, it is important for the CFT faculty to meet annually as a group to discuss student progress.

PhD in Human Development and Family Studies:

Specialization in Couple and Family Therapy

Core Departmental Requirements (42 credit hours)

- HDFS 901 Contemporary Scholarship in Human Development and Family Studies (3 credit hours)
- HDFS 999 Doctoral Dissertation Credits (24 credit hours)
- Methodology and Statistics: 5 courses (15 credit hours) (HDFS 880 and CEP 932 will not count)
 - HDFS 982 Qualitative Research Methods (3 credit hours) (
 - HDFS 983 Advanced Research Methods in CFT (3 credit hours)
 - At least 3 additional statistics/methods classes (9 credit hours), including a course in Analysis of Variance and a course in Multivariate Analysis.

Core Couple and Family Therapy Requirements (18 credit hours)

- HDFS 911 Outcome Research: What works in CFT Therapies (3 credit hours)
- HDFS 910 Contemporary CFT Theories (3 credit hours)[†]
- HDFS 903 Evidence-based Child and Family Therapy (3 credit hours)
- HDFS 888 Diverse Families and Communities (3 credit hours)[†]
- HDFS 994 Sex Therapy (3 credit hours)
- HDFS 995 Couple and Family Therapy Supervision (3 credit hours)

Electives (6 credit hours)

- Additional courses relevant to the student's interests and career plans

Clinical Requirements (6-13 credit hours)

- HDFS 993 Internship in Couple and Family Therapy (6-13 credit hours)
 - Doctoral students are required to complete a total of 1,000 hours of direct client contact before graduating (predoctoral and doctoral hours combined)
-

Minimum credits in the doctoral program: 72 required credit hours, including 24 dissertation credit hours and at least 6 credit hours of internship

NOTE: Students entering the doctoral specialization in Couple and Family Therapy will be required to meet equivalent of the master's Standard Curriculum of the Commission on Accreditation of Marriage and Family Therapy Education (COAMFTE), Version 10.3.

Suggested Doctoral Course Sequence

Semester r year	CFT Courses	HDFS/outside Courses	Practicum	Total Credit Hours Toward PhD
Fall Year 1	HDFS 888 Diverse Families and Communities (even years)	HDFS 901-Proseminar in HDFS First Outside Research Course-ANOVA OR HDFS 982 Qualitative Research in CFT (taught each year)	HDFS 993- 1 hour	10
Spring Year 1	HDFS 903-Evidence Based Child & Family Therapy (even years) OR HDFS 983-Advanced CFT Research Methods (odd years) AND HDFS 994 Sex Therapy (odd years) OR HDFS 911-Outcome Research in CFT (even years) OR HDFS 910 Contemporary CFT Theories (odd years)	Second Outside Research Course- Multivariate AND HDFS 982 Qualitative Research in CFT (taught each year)	HDFS 993- 1 hour	10
Summer Year 1		Elective in HDFS, PSY, SOC, PSC, CEP	HDFS 993- 1 hour	4 hours
Fall Year 2	HDFS 888 Diverse Families and Community (even years)	Third Outside Research Course-SEM or other advanced Elective in HDFS, PSY, SOC, PSC, CEP	HDFS 993- 1 hour	10 hours
Spring Year 2	HDFS 903-Evidence Based Child & Family Therapy (even years) OR HDFS 983-Advanced CFT Research Methods (odd years) AND HDFS 994 Sex Therapy (odd years) OR HDFS 911-Outcome Research in CFT (even years)	Elective in HDFS, PSY, SOC, PSC, CEP	HDFS 993- 1 hour	10 hours
Summer Year 2	HDFS 999 Doctoral Dissertation Research (3 hr)	Comprehensive Examinations	HDFS 993- 1 hour	4 hours

Fall Year 3	HDFS 995-Supervision (3 hr) HDFS 999 Doctoral Dissertation Research (6 hr)		Internship year	9 hours
Spring Year 3	HDFS 993-Practicum in Supervision (1 hr) HDFS 999-Doctoral Dissertation Research (8 hr)		Internship year	9 hours
Summer Year 3	HDFS 999-Doctoral Dissertation Research (7 hr)			7 hours
Fall Year 4	HDFS 999-Doctoral Dissertation Research (prn)			
	8 CFT courses + practicum in supervision, internship, and dissertation research	6 courses—3 in research, 3 electives in HDFS, PSY, SOC, PSC, CEP		

MA in Couple and Family Therapy
(Requirements to be met for students entering program without a master's degree from a COAMFTE-accredited program)

Core Couple and Family Therapy Requirements (18 credit hours)

Area I: Theory Courses* (see note below)

- HDFS 830 Survey of Couple and Family Therapy Theories (3 credit hours)
- HDFS 833 Transgenerational Couple and Family Therapy (3 credit hours)[†]

Area II: Clinical Practice Courses*

- HDFS 834 Couples Therapy (3 credit hours)
- HDFS 897 Individual and Family Assessment (3 credit hours)
- HDFS 835 Seminar in Clinical Practice in Couple and Family Therapy (3 credit hours)
- One additional clinical practice course relevant to Couple and Family Therapy

Individual Development and Family Relations (6 credit hours)

Area III: Individual Development and Family Relations*

- HDFS 810 Theories of Human Development (3 credit hours)
- HDFS 845 Foundations of Family Study (3 credit hours)

Elective in COAMFTE Areas I-III (3 credit hours)

- One additional course in CFT theory, clinical practice, or individual development and family relations*

Professional Identity and Ethics (3 credit hours)

Area IV: Professional Identity and Ethics*

- HDFS 832 Ethics, Law, and Professional Development in Couple and Family Therapy (3 credit hours)

Research Requirement (6 credit hours)

Area V: Research/Statistics (COAMFTE requires only 3 hours in this area)

- Statistics: 1 course (3 credit hours)*

Area VI: One additional course (3 credit hours)*

- One additional research/statistics course reflecting students research and clinical interests (3 credit hours)

Clinical Requirements (6-13 hours)

- HDFS 894 Internship in Couple and Family Therapy (6-13 credit hours)
- Students are required to complete 300 direct client hours before graduating with the MA in Couple and Family Therapy

Minimum credits in the master's program: 42 required credit hours, including at least 6 credit hours of clinical practicum.

*Commission on Accreditation of Marriage and Family Therapy Education (COAMFTE) area requirements under Educational Guidelines.

SECTION V
RESEARCH ACTIVITIES

RESEARCH ACTIVITIES

CFT and CFTs and Research

Many students come into CFT with a deep suspicion about or aversion to research. After all, “I am here to learn to do therapy.” Sometimes, they just feel inadequate to conduct research. The CFT doctoral program expects students to be involved in research activities from the beginning to the end of their graduate careers. As CFT students, you will be expected to conduct research and write about areas that are relevant to CFT theory and practice, including therapy practice and evaluation, change processes in therapy, and general issues of developmental processes, family processes, life-stage changes, etc. A program of research is something that is built over time, with false starts as opportunities for future growth.

The MSU Model of CFT Research Training

In this program, we have adopted an “apprenticeship research training model.” This model assigns primary responsibility for students’ research training and achievements to the student’s major professor. Thus, we consider the review of applications and the interview process for admittance to the CFT program to be of critical importance to identify “good research fit” student candidates to be matched with CFT faculty. Under the apprenticeship model, students work collaboratively with faculty on their individual research agendas and gradually develop the research skills (e.g., research design, publishing, grant writing) that will allow them to narrow down and refine their research interests. Although the apprenticeship model may be viewed initially as limiting, we consider that the apprenticeship model provides the following major benefits:

1. Establishes primary accountability in the CFT faculty for developing well-established programs of research through which students can develop various research skills. This ensures that students do not need to look for research opportunities on their own, which could lead to intense stress if such opportunities are not readily available to the student.
2. Makes individual faculty members become responsible for establishing regular research meetings with mentored students.
3. Allows for students to collaborate with fellow students who are mentored by the faculty and who have developed more sophisticated research skills.
4. Ensures that students will be actively involved with faculty in key research activities, such as implementation of research projects, co-authoring publishable articles, presenting at national conferences, and engaging in grant writing.
5. Facilitates the acquisition of research skills that will allow students to gradually develop an identity as independent investigators, particularly as students progress through their doctoral comprehensive examinations and dissertation research.

Getting Started

Research is far more satisfying (and probably of higher quality) when the researcher cares deeply about the research. Each student should take advantage of the multiple opportunities to discover her/his research passion. It is important for a student to identify a faculty research mentor/advisor early on, understanding that it is possible to change advisors later if necessary. Further, the doctoral guidance committee should be utilized in helping the student define her/his research program. Selecting that committee as early as possible will also be to the student's advantage.

There are several ways to approach research to identify that passion, and they are not mutually exclusive.

- Working closely with a research mentor/advisor, developing research studies and conducting research, writing papers or preparing conference submissions, and attending the regular research group meetings organized and led by that faculty member.
- In addition to the formal research group led by each faculty member, students can join or organize a formal or informal research group with fellow students and/or another faculty member. These groups provide additional opportunities to hear other students' ideas about their own research and to begin discussing the student's own ideas as well.
- Use class assignments to expand knowledge of the literature in areas of apparent interest. Once satisfied that the area is one of interest, continue to build on that knowledge base by expanding earlier papers in later classes.
- Review the on-line resumes of CFT and HDFS faculty members, paying close attention to the topics on which they publish. Ask for opportunities to interview the faculty who seem to share common interests.
- As self-of-the-therapist issues arise in your clinical training, consider how those issues can become self-of-the-researcher issues.
- Go online to grants.gov and review the abstracts of recently funded grants for ideas about your own research.
- Attend scholarly conferences, read the posters, attend the papers and workshops, and talk to colleagues attending.
- Find out about sources of data—faculty data sets, online datasets, clinic datasets, etc.
- Do not “go it alone,” conduct research with collaborators, seek feedback from peers and faculty, and learn from others. These are all critical factors in being successful in research.
- Understand that good research requires as much time, training, and energy as good therapy and be willing to commit that time, training, and energy to research.

SECTION VI

CLINICAL

REQUIREMENTS

(PRE-INTERNSHIP EXPERIENCES)

HDFS 993

CLINICAL EXPERIENCES

Professional Standards and Professional Behavior

The leading national professional organization for couple and family therapists is the American Association for Marriage and Family Therapy. CFT faculty and students enrolled in the CFT program must adhere to AAMFT standards of ethical professional behavior in their therapy training, teaching, and research. The most current edition of the *AAMFT Code of Ethical Principles for Couple and Family Therapists* is on-line at <http://www.aamft.org>.

Violations of these standards must be reported to the CFT Program Director (See Grievance and Dismissal Procedures, [Section III](#)). Any violation may be reported also, in writing, to the AAMFT Committee on Ethics and Professional Practices and the Michigan Board of Marriage and Family Therapy.

Adherence to the AAMFT ethical standards includes carrying proper liability insurance to protect the clients and agencies involved in training students. Students are required to be members of AAMFT, and liability insurance is included as part of that membership.

Professional conduct with clients, other students, CFT faculty, other faculty, and other agencies is an absolute requirement of the CFT Program. CFT faculty are expected to demonstrate appropriate models of such professional conduct, and students are expected to follow appropriate models of professional behavior.

Client Contact Hour Requirements

Prior to graduation from the CFT doctoral program, each student is required to complete at least 1,000 hours of direct client contact (face-to-face) under the supervision of an AAMFT Approved Supervisor (or equivalent). At least 500 hours of the 1000 hours must be with couples or families. Further, the student must document 200 hours of supervision of therapy by an AAMFT Approved Supervisor (or equivalent) with at least 100 of the 200 hours being individual supervision. The table on the following page summarizes minimum clinical hour requirements for the doctoral degree specialization in Couple and Family Therapy. As was noted earlier, completing the AAMFT requirements or the requirements laid out in that table does not guarantee that the student will be released from clinical duties. The CFT Program Director must accept a request to cease providing services in the CFT Clinic. The required form is included in the *CFT Clinic Manual*.

*Note: The title of the practicum course, “HDFS 993 Internship in CFT,” is misleading in that it does not mean that the student is actually completing an internship as defined by the COAMFTE and described in [Section VI](#).

The internship is formally defined in writing by the student and advisor, and records are maintained by CFT program. Although students completing the actual internship may enroll in HDFS 993, most students in the COAMFTE-defined internship will be enrolled in “HDFS 999, Dissertation Credit Hours.”

Minimum Clinical Hour Requirements for the Doctoral Degree in Couple and Family Therapy

Starting Degree	Minimum Length of Time in Couple and Family Therapy Clinic	Maximum Length of Time in Couple and Family Therapy Clinic	Minimum Number of Direct Client Contact Hours to be Completed at CFTC (not including alternative hours)	Maximum Number of Alternative Hours Allowed	Maximum hours that can be transferred into CFT Doctoral Program	Total Clinical Contact Hours Required to Graduate (Including Up to 100 Alternative Hours ^c)
Non-Clinical Masters Degree ^d (e.g., Family Studies, Sociology, Psychology)	2 years (4 full semesters, 2 summers)* No outside practica in first year	4 years ^a (12 semesters)	300	100	N/A	1000 ^c
Clinical Masters Degree ^d (e.g., MSW, Counseling Psychology)	2 years (4 full semesters, 2 summers)* No outside practica in first year	3 years ^{ab} (9 semesters)	300	100 ^e	500 (Hours must be approved by the Program Director)	1000 ^d
Masters from COAMFTE Program	1 year (2 full semesters, 1 summer)* Only MSU CFT Graduates can take an outside practicum in first year	3 years ^{ab} (9 semesters)	200	0	800 (Hours must be approved by the Program Director)	1000 ^d

*Enrolled in HDFS 993

^a Students who fail to make adequate progress toward completing the required number of direct clinical hours (including the requirement that 50% must be relational) in the Clinic will be required to enroll in 3 credit hours of practicum/internship each Fall and Spring semester until the requirement is met. “Adequate progress” will be taken to mean completing the required hours with appropriate level of therapy skills within the minimum time period.

^b Students completing their formal internships in the Couple and Family Therapy Clinic are not subject to this time limit.

^c In addition to accruing the minimum hours of direct clinical contact required for the doctoral degree, students are required to achieve an acceptable level of proficiency in clinical work as determined by practicum supervisors and the Couple and Family Therapy program faculty.

Important Definitions and Information

- “Direct contact” means face-to-face contact with clients.
- Two therapists working together in the room with the clients is considered “direct contact” for both therapists.
- Observation of another therapist's work, although valuable, does not constitute “direct contact.”
- Prior to completing the master’s degree (or its equivalent), up to 100 hours of alternative therapeutic contact that is systemic and interactional may be accrued. However, these alternative hours may not be counted toward the 300 hours required for the equivalency to the master’s degree.
- **Prior** approval by the Clinic Director is required to include alternative therapeutic contact and psychoeducation hours acquired away from the Couple and Family Therapy Clinic in the 1,000 hour requirement. (See “Alternative Client Contact Hours” in this section)
- Half of the 1,000 hours of client contact must be with couples or families (relational).

Practicum Hours for Doctoral Students (HDFS 993)

- (1) Ph.D. CFT students with a master’s degree in a nonclinical area (e.g., sociology, family studies) are required to complete the equivalent of a master’s degree from an accredited program.

Couple and Family Therapy Clinic

Students in this category will provide services in the Couple and Family Therapy Clinic on a continuous basis for a minimum of two (2) years and will complete a minimum 300 hours of direct client contact both in and out of the Clinic during that time (master’s equivalency). At least 150 of the 300 hours must be relational (i.e., couple and family therapy).

Students must be enrolled HDFS 993 while providing direct client services in the Couple and Family Therapy Clinic or in an outside practicum. Students may choose to earn all of their first 300 hours in the Couple and Family Therapy Clinic.

For practical purposes, the student completing the equivalency then will follow the rules established for graduates of a COAMFTE-accredited program to complete the doctoral degree. All direct contact hours earned in the Clinic or elsewhere are counted toward the required 1,000 hours for the Ph.D. Up to 100 alternative hours may be counted toward the 1,000 required hours, but not toward the master’s equivalency.

Contract/Grant/Volunteer

Up to 100 of the required 300 hours of direct client contact may be completed through services to clients in a community setting. Such a practicum site must be approved by the Clinic Director and the Program Director.

- (2) Ph.D. CFT students with a master’s degree in a related clinical area (e.g., clinical or counseling psychology, social work) or from an CFT master’s program not accredited by the

Commission on Accreditation for Marriage and Family Therapy—a *formal waiver of the 300 hour master's requirement is required, as well as a waiver for any hours over 300.*

Formal Waiver

Students who have clinical experience and have received a Master's degree from a program that is NOT accredited by the COAMFTE may apply to have a portion of their clinical experience hours transferred *if these were direct client hours (i.e., face-to-face) were accumulated under the direct supervision of an AAMFT Approved Supervisor or a supervisor who has been deemed as being equivalent to a AAMFT Approved Supervisor.* The Program Director may accept up to 800 hours of prior experience. The transfer of client hours must be negotiated with the Program Director during the first semester in the program and documented in writing. Please complete the Incoming Hours Log form found on the Clinic D2L website.

Couple and Family Therapy Clinic

All direct contact hours earned in the Clinic or from elsewhere that have been waived by the Program Director are counted toward the required 1,000 hours for the Ph.D.

However, students in this category must provide at least 300 hours of direct clinical services in the Couple and Family Therapy Clinic on a continuous basis for a minimum of two (2) years. At least half of these hours must be relational. Students must be enrolled in HDFS 993 while providing direct client services in the Couple and Family Therapy Clinic. Students may choose to earn all of their hours in the Couple and Family Therapy Clinic.

Alternative Therapy Hours

For students enrolled in HDFS 993, up to 100 alternative hours may be counted toward the required 1,000 hours. However, alternative hours may not be counted toward the required 300 hours in the Clinic. See the section on alternative hours for a definition of activities that are considered alternative hours. If the alternative hours occur outside the MSU Couple and Family Therapy Clinic, the Clinic Director must approve the source of alternative hours in advance.

(3) Students with a Master's from a COAMFTE-Accredited Program

A formal waiver of the 300 hour requirement is required.

Graduates of COAMFTE-Accredited Master's program may waive having to complete up to 800 hours of the required 1,000 in the Ph.D. program. However, the student is required to complete a minimum of 200 hours during the first year or more in the MSU PhD program.

The transfer of client hours must be negotiated with the Program Director during the first semester in the program and documented in writing.

Students in this category will provide services in the Couple and Family Therapy Clinic on a continuous basis for a minimum of one (1) calendar year and are not eligible for outside practicum placements until the end of the first year in the PhD program. A minimum of 200 hours of direct client contact in practicum must be completed in the Michigan State University Couple and Family Therapy Clinic under CFT faculty supervision. At least half of these hours must be relational. Students must be enrolled in HDFS 993 while providing direct client services in the Couple and Family Therapy Clinic. Students may accrue additional client hours toward the 1,000 hour requirement in the Couple and Family Therapy Clinic or an approved external practicum site (including the formal internship).

Additional alternative therapy hours are not allowed for students entering the doctoral program with a master's degree from a COAMFTE-accredited program; however, alternative therapy hours earned in a COAMFTE-accredited program master's program will be counted toward the 1,000 hours required for the doctorate.

Requirements for AAMFT Status as a Clinical Fellow and Licensure in Michigan

Achieving Status as a Clinical Fellow in AAMFT

Currently, status as a Clinical Fellow can be achieved by two tracks (<http://www.aamft.org/imis15/Documents/A%20Clinical%20Fellow%20Is.pdf>). The licensure track is most applicable to students in our program. In Michigan, the LMFT requires 1,000 hours of direct client contact and 200 hours of supervision by an AAMFT Approved Supervisor (or equivalent). A minimum of 500 hours must be direct clinical services to couples and/or families. In addition, a passing score must be obtained on the national examination administered by the Association of Marital and Family Therapy Regulatory Boards (AMFTRB).

Michigan Limited Licensure

Students completing the equivalent of a master's degree in CFT with (a) 300 hours of direct, supervised clinical experience (half relational) and (b) all the post-baccalaureate courses required by the Michigan State Board for Marriage and Family Therapy are eligible to apply for limited licensure as a Marriage and Family Therapist (LLCFT).

Students who enter the CFT Ph.D. program with a master's in a nonclinical area (e.g., sociology, family studies) are eligible to apply for limited licensure as a Marriage and Family Therapist (LLCFT) by completing (a) 300 hours of supervised clinical experience and (b) all the post-baccalaureate courses required by the Michigan State Board for Marriage and Family Therapy.

Students who enter the CFT Ph.D. program with a master's in a related clinical area (e.g., clinical or counseling psychology, social work) may already meet the requirements of (a) 300 hours of supervised clinical experience and (b) all the post-baccalaureate courses required by the Michigan State Board for Marriage and Family Therapy, and would be eligible to apply for limited licensure as a Marriage and Family Therapist (LLMFT). It is the student's responsibility to present sufficient evidence to the Board for acceptance of clinical experiences and master's-level coursework.

Students entering the CFT Ph.D. Students who enter with a master's from a COAMFTE-accredited CFT/MFT master's program must present evidence of graduation from such a program to the Michigan State Board for Marriage and Family Therapy for limited licensure as a Marriage and Family Therapist (LLMFT). Students meeting these criteria are encouraged to apply immediately for LLMFT licensure.

Full MFT Licensure

Students who complete all the requirements for the doctoral degree except the dissertation, but including the 1,000 clinical hours, are eligible to apply for full licensure as an MFT (LMFT). Once the degree has been granted, that alone is sufficient to apply for full licensure (LMFT). The application process before the PhD has been granted is more complex, but may be of benefit to the student prior to completion of the program.

A copy of the Michigan laws is available through Michigan.gov.

Supervision Hour Requirements

Practicum (HDFS 993)

The material below applies specifically to doctoral students who are NOT in the process of completing the required internship described as equivalent to 30 hours/week for 9 months. Information regarding this formal internship will be found in [Section VII](#).

Students in HDFS 993 must obtain individual or dyadic supervision with an appropriate supervisor (AAMFT Approved Supervisor, AAMFT Supervisor-in-training not in the program, or equivalent) at least once every other week in which they have direct client contact in order to have direct client service hours counted.

The student will be expected to maintain the required ratio of direct client contact hours to hours of supervision of five hours of client contact to one hour of supervision. To complete the doctoral program, a minimum of 200 hours of supervision is required. One hundred (100) of these hours must be individual or dyadic supervision. Supervision requirements for the formal internship period are discussed in [Section VII](#).

Individual supervision is defined as meeting with the supervisor with no more than one other supervisee. At MSU, group supervision is defined as meeting with the supervisor with no more than six (6) total student supervisees. Under normal circumstances, every student in the MSU CFT Program will receive more hours of supervision than the COAMFTE minimum requirement.

Students are responsible for maintaining acceptable supervision for any hours of direct client contact obtained outside the MSU Couple and Family Therapy Clinic. That is, the supervisor must be an AAMFT Approved Supervisor, an AAMFT-defined Supervisor-in-Training (not enrolled in the MSU CFT program), or a supervisor deemed to meet the criteria for an AAMFT Approved Supervisor. Arranging for appropriate supervision outside the Clinic is the responsibility of the student. **Prior** determination by the CFT Program Director that the supervisor meets an equivalent standard is required if the proposed supervisor is not an AAMFT Approved Supervisor or an AAMFT Supervisor-in-Training. Such supervision may or may not

be provided by the CFT Program faculty. Under no circumstances may a full-time CFT faculty member receive payment from a student for supervision of a current CFT graduate student or for supervision of a student.

Mentoring Program

Each incoming student will be assigned a mentor or resource person for at least the first year in the program. The mentor is an AAMFT Supervisor-in-Training and is his or her second year in the doctoral program (or beyond). The mentors provide supervision on a regular basis. Such hours of supervision may not be counted by the supervisee, but may be counted by the mentor toward AAMFT Approved Supervisor status. Supervisee-mentor activities may include, but are not limited to cotherapy, live supervision, videotaped supervision, case note review, construction of genograms of the mentor and/or supervisee, and review of Clinic procedures, forms, and policies. While participation in the mentoring program is voluntary, most supervisees find it of great value, first, in learning about the program, second, in having a reliable source of information, and, third, in having consistent supervision and opportunities to explore new ways of thinking about and doing therapy. Mentoring begins in the first semester and continues throughout the year.

Documentation of Hours (HDFS 993)

To meet the direct client contact requirements in practicum over a two-year period, the student therapist will need to conduct 6-8 hours of therapy sessions each week under appropriate weekly or biweekly supervision. To meet this clinical hour requirement, a minimum caseload of 10 active cases should be maintained. It is advisable that the CFT student leave at least one evening each week free for clinical work (Monday through Thursday nights) in addition to the regularly scheduled evening HDFS 993 class (i.e., two nights each week should be reserved for clinical work). Obviously, daytime appointments are also desirable, and students should make themselves available for blocks of time during the day as well as evenings.

Good clinical practice dictates setting aside 2-3 large blocks of time for clinical work, rather than trying to fit clients into odd free hours scattered through the week. In reality, more client contact hours must be scheduled to allow for vacation periods, slow times, clients who fail to attend appointments, illness, etc. Similarly, supervision sessions should be scheduled to allow for vacation times, conferences, illnesses, etc.

During the course of each semester, Couple and Family Therapy Clinic records will be used to update the student's permanent record of hours of therapy and hours of supervision, using the Monthly Record of Therapy and Supervision (MRTS, see *CFT Clinic Manual*), supplemented by client records. The updated information will be based on the Couple and Family Therapy Clinic record as corrected by the student therapist and her/his supervisor. *The MRTS, with required signatures, must be filed with the Director of the CFT Clinic no later than 10 business days after the last day of the month of the report in order for the client contact and supervision hours for both practicum and internship to be included in the student's permanent record.* The CFT Clinic records will be considered the definitive record of a student's therapy and supervision hours. Student therapists will have periodic opportunities, i.e., at least yearly, to correct errors in the CFT Clinic records with their supervisor's approval. CFT Clinic records are not subject to further change as the result of student action after this review.

It is imperative for sound professional practice that students keep their clinical records up to date. At least twice each semester, a quality assurance of clinical records will be conducted by clinic staff. Students and their supervisors will be notified as in writing about the outcome of these checks and students will need to

rectify these concerns immediately. Students who fail to maintain professional records and who do not adhere to clinic policies will be placed on probation. Students on probation will not be allowed to take on new clients until their paperwork is complete. In extreme cases, students will meet with the faculty as a whole to discuss the matter or will undergo an Academic Progress Review (APR) set up by the Program Director and Graduate Director.

Evaluation of HDFS 993 Performance

At the end of each semester, the HDFS 993 supervisor will complete the “Evaluation of Clinical Progress—Doctoral Level,” summarizing her/his observations of the student’s performance. The student must be allowed to review this document, signing the evaluation to certify the review. The student's signature does not imply agreement with the supervisor's comments or evaluation. The student may add her/his own comments regarding the evaluation; however, these comments do not constitute an appeal of the grade for practicum (See [Section III](#) on Grievance and Dismissal Policies and Procedures for grade appeal procedures). This document will become part of the student's CFT program record. In addition, each student will be requested to evaluate the practicum experience in writing, using the “Evaluation of Supervision” form. These evaluations will be collected by the Clinic Director, summarized, and forwarded to the Program Director for review and distribution to each supervisor.

Statement on Client Load

Over the period of time spent in the Couple and Family Therapy Clinic, client service time is expected to increase to between 6 and 8 hours a week. However, client loads are determined by the student’s supervisor in consultation with the Clinic Director, and may be more than 6 or either more or less than 8 a week. A case load of at least 10 active cases is required to meet this goal of 6-8 therapy hours each week. Further, the mix of individual, couple, family, and group cases is also a matter determined by the student’s supervisor and the Clinic Director.

Because the Couple and Family Therapy Clinic operates as a public facility, there may be times when loads increase over the expected level and the mix of cases desired by the student may not be feasible.

Alternative Client Contact Hours

Only students completing the master’s equivalency are eligible to accrue alternative contact hours. Up to 100 hours may be counted toward the 1,000 hours required for the doctoral specialization in CFT. Alternative hours may not be counted toward the 300 direct client contact hours required of students in the first two categories (above). The alternative hours must be systemic and interactive in nature. Prior approval from the Clinic Director is needed to claim such hours if they are obtained away from the Couple and Family Therapy Clinic.

The MSU CFT faculty have determined that these alternative experiences may include:

1. Interactive Team Member

Time spent as an interactive team member who follows, observes, and discusses the ongoing case(s) with the primary therapist. This team member need not act in the capacity of a co-therapist, but must directly observe the case from the observation room on an ongoing basis and offer input to the primary therapist. Time spent participating as a team member as described herein during practicum is eligible under this criterion.

- a. **If you observe a live session during practicum and participate by providing input to the therapist on an ongoing basis.** Any participation that would be considered as “Live Group Supervision” during practicum could also be counted as an Alternative Team activity, but not both.
- b. **If you observe a live session of a student therapist at other times and you participate by providing input to the therapist. *PROVIDED YOU CAN DOCUMENT THE SESSION.***
- c. **If you accurately report your participation on the Monthly Report Form within 10 days of the beginning of the month following.**

2. Providing Therapeutic Psychoeducation

Providing therapeutic psychoeducation, as opposed to therapy, will count as long as the experience is face-to-face, direct contact. This does NOT include a psycho-educational presentation to a group of therapists for the purpose of professional development (e.g., local, state or national conference presentations), nor does this include any undergraduate classes you may have taught or will teach in the future. However, if you are providing extensive training in a particular intervention program (minimum = 3 hours), that time may be counted as therapeutic psychoeducation.

3. Research Activities

Research activities in which extensive assessments and/or interviews are conducted in direct face-to-face contact with participants. The participants need not be clients per se. Any other aspects of research, such as literature review, writing, or journal reviews will NOT count as they are not considered direct contact and interactive. With prior permission from the Clinic Director, certain research activities (e.g., taking extensive life history, conducting the Adult Attachment Interview) may be counted as direct client contact hours and reported as such.

NOTE: Alternative Hours cannot be substituted for any portion of the minimum number of hours you are required to spend directly serving clients in the Family Therapy Clinic

SECTION VII

INTERNSHIP

INTERNSHIP

In the *Educational Guidelines*, the AAMFT Commission on Accreditation of Marriage and Family Therapy Education (COAMFTE) established the following standards for an internship:

Standard 330: Internship

- 330.01 There will be an internship, not to be counted toward the 14 SDU total didactic requirement.
- 330.02 The internship is to provide doctoral students with a supervised full-time experience of at least nine months duration, emphasizing relationally focused practice and/or research.
- 330.03 The majority of requirements in Areas VII, VIII, IX, and XI will be completed before the beginning of the internship.
- 330.04 An AAMFT Approved Supervisor, State Approved Supervisor, or the equivalent will supervise the intern's clinical work.

The internship is intended to be a capstone experience in the doctoral program and may not begin before the student has completed at least the majority of organized courses included in the Plan of Study ([Section IV](#)). While the internship may run concurrently while the student is completing the course work requirements for the doctorate and other activities, it should be the equivalent of a 9-month, 30 hr/wk. experience.

Requirements for graduation with a doctorate specialization in CFT include documentation of 1,000 hours of direct client contact, with 500 of those hours being relational. For students reaching the point of beginning an internship with relatively few direct clinical contact hours, the design of the internship may be almost entirely focused on obtaining client contact hours in a clinical setting. For students who have completed most of their direct clinical contact hours, including those transferred into the doctoral program from master's degree or professional experiences, the internship may be designed in a more flexible way to include research in CFT leading toward a dissertation/publication, teaching and supervision experiences relevant to an ultimate career as a faculty member or practitioner, and/or administrative experiences in the Couple and Family Therapy Clinic or an agency. Students between these two extremes may design an internship that incorporates more or less clinical work, etc.

Ideally, an internship should not be "more of the same." Experiences outside the Couple and Family Therapy Clinic provide access to a greater variety of clientele, more opportunities for research, and other advantages to the student. This statement does not preclude an internship in the Couple and Family Therapy Clinic, if the internship offers some advantages to the student. Even then, the internship could combine research, supervision, and teaching experiences with therapy and include services, teaching, supervision, or research in other settings. The Clinic Director must give permission for an internship in the Couple and Family Therapy Clinic. In this case, the Clinic Director will serve as the internship supervisor.

Internship Paperwork

The paperwork begins with a proposal to the student's advisor/committee. Once approved by the advisor, there must be an agreement signed between the Program Director and any site where the

internship will be served. This paperwork should be submitted prior to the commencement of the internship. (see [Internship Proposal and Approval Form](#)).

Immediately after **completion** of the internship, students submit the signed form titled [Internship Completion Form](#) to the CFT Program Director.

COAMFTE Educational Guidelines for Clinical Internship Sites

Standard 340: Site Requirements

- 340.01 The program will maintain clear relationships with all internship site(s), which will be specified in a written document.
- 340.02 Activities of each intern will be documented at the internship site(s). These records will be made available to the marriage and family therapy program.
- 340.03 The institution sponsoring the internship site(s) will have been in operation for at least two years.
- 340.04 Internship site(s) will provide adequate facilities and equipment for the intern to carry out designated responsibilities.
- 340.05 Mechanisms for student evaluation of internship site(s) and supervision, and site evaluation of the intern's performance, will be demonstrated.
- 340.06 Documentation of liability insurance for interns will be confirmed. Liability insurance may be provided by the internship site(s), the marriage and family therapy program, or the intern.
- 340.07 Internship site(s) will publish and adhere to policies prohibiting discrimination on the basis of age, culture, ethnicity, gender, physical ability, race, religion, sexual orientation, and socioeconomic status.
- 340.08 The internship supervisor will be available to the intern for at least one hour of supervision per week.
- 340.09 The internship supervisor will be clearly senior in experience to the intern.

SECTION VIII

SUPERVISION OF SUPERVISION

SUPERVISION OF SUPERVISION

Training in supervision is a key part of doctoral training, and supervision-of-supervision will be provided to CFT students as part of the course in supervision in their second year or later in the doctoral program. Completion of supervision of supervision training includes a 3-credit didactic course, HDFS 995, Supervision of Supervision, normally taught every other year in the Fall Term. More advanced students who take the supervision course will be assigned as mentors to supervise more junior students under faculty supervision. The accrued mentoring hours fulfill part of the hour requirements to achieve Approved Supervisor status, which can be achieved when the applicant has been fully licensed as a marriage and family therapist for at least 2 years.

Each student entering the doctoral program will be assigned a mentor or a resource person, a more senior doctoral student who is taking or has taken the HDFS 995 course. Hours of supervision of graduate students by other graduate students in the CFT program cannot be counted by the more junior student toward the required 200 hours of supervision.

However, meeting both the letter and the spirit of COAMFTE guidelines does not preclude student supervision of other students. Quite the contrary, the MSU CFT faculty recognize the great value of more advanced students providing feedback, suggestions, and supervision to other students as a means of learning about therapy styles and broadening the therapist's skills and repertoire of interventions.

Students may supervise another student's clinical work under the supervision of CFT faculty. Although the student being supervised may decline to be supervised by a fellow student, it is important to consider both the value of the supervision by a mentor and the fact that all students moving toward the doctorate will, themselves, be required to become a mentor. The student being supervised must continue to meet with an Approved Supervisor or equivalent at least every other week to ensure that the hours of direct client contact are sufficient to meet CFT program, COAMFTE, LMFT, LLMFT, and AAMFT status as a Clinical Fellow requirements.

The now-outdated Version 10.3 Accreditation Standards lay out the parameters for supervision by students that are followed in the MSU CFT program.

Standard 152: Supervision

- 152.11 Supervision of students by fellow students in the same department is permitted given all of the following conditions: (1) the supervised student is explicitly informed that it is permissible to decline, (2) the supervision is closely supervised by a non-student Approved Supervisor or the equivalent, (3) the supervising student has completed or is presently in a graduate course in family therapy supervision, (4) the supervision time does not count toward COAMFTE supervision hour requirements of the supervised student, and (5) special attention is given to power and privilege in the supervisory relationships involved.

SECTION IX
DISSERTATION

DISSERTATION

Completing the dissertation is intended to be a capstone research experience parallel to the capstone clinical experience of completing the 1,000 direct client contact requirement. The student's advisor/major professor works closely with the student to select an appropriate topic for the dissertation and to develop the literature review and methodology to address the research questions/hypotheses. Input from the guidance committee is needed as well. The advisor and guidance committee members must approve a formal proposal for the dissertation.

Following COAMFTE Educational Guideline 313.01 (below), the topic for the dissertation must be relevant to the field of CFT. However, this guideline has been interpreted to include topics that incorporate important questions in human development and/or family studies that are applicable to the practice or theory of CFT. A dissertation that answers questions from human development or family studies but does not incorporate the application of the results to marriage and family therapy is not appropriate for a CFT student, however appropriate it might be for a student completing studies in one of those areas. It is important to consider the possibilities for publishing the dissertation as a way of evaluating the potential value of the dissertation research

The HDFS PhD manual details the dissertation process for the department. Completing a dissertation can be a lonely process, and a frustrating one. Students undertaking a dissertation are wise to join a dissertation support group or a writing group where they can find support and be accountable for their progress.

Completion of the Doctorate

Students have 8 years following admission to complete their doctoral programs; however, the doctorate must be completed within 4 years after passing the comprehensive examination. In general, the CFT faculty expects students entering the doctoral program with a master's in CFT from a COAMFTE-accredited program to finish all course and clinical work, the internship, and the dissertation in 4 years or less. Students entering with master's degrees from other areas will probably require an additional year or 18 months. With limited resources, the Department and Program are unlikely to provide any assistantship funding beyond the 3rd year in the doctoral program.

Standard 313: The Doctoral Dissertation

313.01 The doctoral dissertation topic will be in the field of marriage and family therapy or a closely related field (e.g., family studies, family science, human development, child development, gerontology) and include a comprehensive discussion of implications for the field of marriage and family therapy.

CFT MENTORING AND DISSERTATION GUIDELINES

Your doctoral dissertation is the most important scholarly product that you will generate in your doctoral education. Thus, it should never be a rushed process and must result in a high quality product. The process for generating your dissertation is lengthy and involves several steps. In order to ensure a successful experience and a high-quality dissertation, we strongly encourage you to inform your work according to the following guidelines:

Length of time

From the date of your proposal defense to your final dissertation defense, you should think of a 12-month minimum timeline as in addition to data gathering, analysis, and initial write-ups; a minimum of two complete revisions of your drafts must be completed. Thus, it is critical that you do not provide unrealistic expectations to employers, post-doctoral sites, etc.

Work closely and collaborate with your advisor and dissertation committee

Although faculty are committed to your success, advising is one of many faculty responsibilities. Thus, it is critical for you to closely work with your advisor and dissertation committee in setting up a realistic timeline that will lead to a high quality dissertation. Critical issues must be considered when working with faculty and advisors:

1. Expect a minimum of two complete revisions. Two complete revisions are usually expected for good quality drafts. More revisions will be needed if the quality is poor or there are weaknesses such as not following APA standards.
2. Expect a realistic timeline for chapter revisions. Two to three weeks is a realistic expectation if your drafts have no major weaknesses. Deficient drafts will take longer to revise. Thus, you should submit the best possible drafts to your major Professor.
3. Advisors are scientific advisors, not editors. Doctoral candidates should be at a high level of writing proficiency by the time they engage in writing their dissertations. Thus, it is your responsibility to thoroughly follow writing guidelines such as APA standards. If possible, it is always a good idea for a professional editor to complete a review of your final draft to ensure high quality of your document. Your advisor can recommend you to engage in professional writing workshops if your writing is not optimal.
4. Ensure that all committee members have a similar understanding and expectations about your final dissertation proposal. Research ideas constantly change and the dissertation ideas you presented to your committee in preliminary meetings may change over time. This is expected and highly common, however, it is critical that you keep all committee members updated on specific details about the dissertation you want to propose. Some committee members will join your committee based on specific content areas and may decide that being part of your committee is not relevant if your proposed content area changes.
5. Triangulation of information is complicated and detrimental to the dissertation process. Please work closely with your advisor so he/she can call for a meeting if your content area changes or significant challenges arise that constitute a challenge to your

dissertation project. Grievance procedures are detailed in the HDFS doctoral handbook if your advisor is not helpful or supportive.

6. Do not put advisors in a bind. Sometimes students accept jobs promising completion of dissertations according to unrealistic timelines. Other times, students register for the “last credit” when in reality, their work is deficient. Both are examples of binds to which advisors have to respond and that are very likely to lead them to neglect other responsibilities if they wish to help you. Based on this, you must always consult with your advisor about acceptance of job opportunities and the payment of the last dissertation credit as advisors will not be responsible for consequences of personal decisions reached without their feedback (e.g., not obtaining a job because dissertation was not completed, having to pay for an extra credit due to unrealistic timeline).

IRB can be a complicated process

Particularly if you are proposing a study with high-risk populations (e.g., IPV survivors/perpetrators, prisons, substance abuse), be prepared for your dissertation process to be slowed down due to the IRB process. Projects with high-risk/vulnerable populations are likely to be referred to full board IRB reviews and some projects may even require federal certificates of confidentiality. Your advisors will closely work with you to minimize the impact to your timeline but advisors cannot dictate nor influence IRB actions.

The dissertation is a personal statement

Ultimately, a dissertation is a personal statement of your professional integrity and strengths. Rather than “rushing through the process,” think of your dissertation as the unique opportunity to communicate to others who you are as a professional, as well as the importance of your work. That is why you cannot delegate this process to anyone, but rather, assume initiative and personal responsibility for this work from beginning to end. This is a quality that characterizes highly successful and productive professionals across all fields.

SECTION IX

**STUDENT EVALUATION OF THE
PROGRAM**

STUDENT EVALUATION OF THE PROGRAM

Student feedback on both organized courses and clinical supervision is important in evaluating and improving course content and instruction. At the completion of each organized course, students anonymously complete the MSU SIRS (Student Instructional Rating System) forms which are collected by the HDFS Department. Comments on the SIRS are retyped by HDFS staff to preserve anonymity and forwarded to the course instructor. SIRS comments and scores are available to the Department Chair, who includes them as part of the data for the faculty member's annual evaluation.

At the end of each practicum/internship semester (HDFS 894/HDFS 993), students complete the "Evaluation of Supervision" form. The completed form is submitted to Clinic Director who forwards them to a departmental secretary for scoring and retyping of comments. The results are forwarded to the Program Director who reviews them and forwards the scores and comments to the practicum/ internship supervisor. The Program Director is responsible for bringing any issues around the supervisor's evaluation to the supervisor, and, if necessary, to the Department Chair. The Department Chair also reviews the evaluation scores and comments as part of the supervisor/faculty member's annual review.

At least annually, the Program Director will prepare and distribute an online anonymous survey assessing student opinion and needs regarding the program functioning. The results of this will be shared with CFT faculty, and feedback given to students. At least annually, the Program Director will call a student meeting at which the CFT student representatives will preside. The purpose of the meeting is for students to raise any concerns or complaints that the student representatives will convey to the Program Director and CFT faculty. A faculty/Program Director response to the issues raised will be provided at a subsequent student-faculty meeting.

After graduation, alumni from the doctoral program will be asked to complete an online survey to assess their experiences in the program, determine the alumna/us' employment status and satisfaction with her/his employment, and solicit comments regarding the program's strengths and weaknesses.

Annually, alumni will be sent a survey for their employers to complete regarding the employer's satisfaction with the alumna/us.

SECTION X

PROFESSIONALISM

It is expected that students in the program will develop as professionals. There are a number of items in this area that will be added with each revision of the manual.

Social Networking: The availability of social media has changed drastically in the recent years. These sites include Twitter, Facebook, your personal blog, Instagram, and the like. These sites have privacy settings but these are not foolproof. The field of couple, marital, and family therapy is very small meaning that it is essential that you preserve your reputation. Employers and future colleagues may gain access to your posts or pictures on social media and these could negatively affect your reputation.

Please exhibit the highest standards of professionalism in teaching, research, and scholarship. This includes professional use of email and social media. Remember you represent MSU and HDFS in all interactions, particularly when using your msu.edu email. If you have a problem with program or department faculty or students, please follow the grievance guidelines to address these problems directly. Please do not use social media for these ends. Students who post on social media messages that directly reflect poorly on the program, department, or profession of couple, marital, and family therapy, will be asked to delete the message if faculty are made aware of these posts. A persistent negative posting of this nature could result in an Academic Progress Review.

While each faculty member/instructor sets their own standards on who to friend and not to friend on social media, it is advisable to err on the side of caution in these considerations. A doctoral program is already filled with multiple dual relationship tensions and a social media relationship may add one more complexity to these relationships.

SECTION XI

PROGRAM POLICY SUMMARY

POLICY AND PROCEDURES SUMMARY TABLE

(This Table Contains Many Of The Policies For Your Program But Not All. Please Be Sure To Refer To This Whole Manual And The HDFS PhD Manual)

	<u><i>POLICY</i></u>	<u><i>TIME/PLACE IN PROGRAM</i></u>
1.	Students work with temporary advisor and Program Director to prepare a preliminary Plan of Study.	By the end of first semester in the PhD program. Student meets with temporary advisor and has tentative program of study reviewed by program director.
2.	Students present Program Director with clinical and supervision hours that are to be transferred into the program from master's program. Hours approved and signed by Program Director	By the end of first semester in program. Student submits hours to the Program Director who evaluates both the clinical hours and the supervision provided to determine which, if any, hours will be accepted.
3.	Students who enter the doctoral program without a master's degree from an accredited program in CFT must meet the Commission on Accreditation for Marriage and Family Therapy Education curriculum requirements for the equivalent of a master's degree in CFT	By the end of the first month in the program, student meets with Program Director, goes over master's level transcript, and reviews courses. Program Director prepares a memo stating required make-up courses, if any, required to meet the COAMFTE master's requirements.
4.	<u>AAMFT Membership and Liability Insurance.</u> All students in the program are required to be members (student, associate, Pre-Clinical Fellow, or Clinical Fellow) of the American Association for Marriage and Family Therapy (AAMFT) and to maintain professional liability insurance through AAMFT (or provide proof of such insurance from another source).	All students to submit proof of AAMFT membership and liability insurance to the Program Director by September 30 of each year.
5.	<u>Student Evaluation at the end of First Year:</u> During the Spring term of the student's first year in the CFT program, the student will meet with CFT faculty. The purpose of this meeting is to: (a) evaluate the student's initial progress in the program, (b) determine the degree of fit between the student and the program, (c) confirm that student has identified a permanent	Program Director schedules meeting with student and, either the Program Director or advisor writes up feedback after the meeting.

	<p>advisor reflecting her/his research interests and begun the process of developing a formal plan of study for the doctorate, (d) examine the student's progress in taking on clinical work and moving toward a theory of CFT practice, and (e) consider other matters of concern to the student and/or the faculty. Following this meeting, the CFT faculty will provide a recommendation regarding continuation in the program.</p>	
6.	<p><u>Student Evaluations:</u></p> <p>Students will be evaluated at least annually on coursework, practicum/internship performance, research activities, and the fulfillment of assistantship and other responsibilities. This evaluation will be provided in written form and orally by the Program Director or the advisor. Opportunities for informal feedback from faculty will be abundant; however, an appointment with the CFT faculty in response to the written feedback can be scheduled during the Spring semester each year for any continuing students. The Department also requires submission of a student-advisor evaluation of yearly progress, a yearly update on meeting the requirements of the HDFS doctoral portfolio, and, before graduation, a final version of the HDFS doctoral portfolio (Section IV-Plan of Study; http://hdfs.msu.edu/sites/default/files/u4/PhDHandbook2014-15.pdf).</p>	<ul style="list-style-type: none"> • Practicum performance is evaluated by clinical supervisor at the end of each semester (spring, summer, fall). Evaluations are discussed by CFT faculty between semesters to learn of student strengths and concerns and to be on the same page in terms of supervisory evaluations. • In the spring semester of each year, each student will complete a portfolio and departmental annual performance review. • In the spring of each year, CFT faculty will meet to complete a CFT-specific annual student evaluation by filling out the <i>Faculty Evaluation Form</i> for each student. • At the time portfolio is submitted to the department, student submit an electronic copy of portfolio as well as updated CV (with required information listed on page 3) to the CFT Program Director.
7.	<p><u>Doctoral Comprehensive Examination</u></p> <p>The doctoral comprehensive examination will be taken after the completion of 80% of the student's course work in the Plan of Study (not including dissertation credits) and demonstration of clinical competence to the satisfaction of the CFT faculty. The student must pass each section of the exam (3.0 average</p>	<ul style="list-style-type: none"> • After completion of 80% of coursework, student meets with the doctoral guidance committee to plan and schedule comprehensive exams. • After the comprehensive oral exam, committee members complete the comprehensive exam evaluation form to assess student's oral, written, and knowledge skills.

	by faculty readers)	
8.	<p><u>Doctoral Internship</u></p> <p>All students must complete an internship as part of the doctoral program (see Section VII on Internship). Because students must complete a total of 1,000 supervised direct client contact hours to complete the doctoral degree (see Section VI on Clinical Experiences), the internship may be primarily clinical in nature. For students with considerable clinical experience, the internship may be designed to include clinical, administrative, supervisory, teaching, and/or research experiences.</p>	<ul style="list-style-type: none"> Late in the second year in the program, students meet with advisor, guidance committee, and Program Director to decide on internship. Paperwork for the internship is completed and signed off by committee and Program Director at the outset of the internship. Students must complete the internship form
<u>FACULTY/PROGRAM EVALUATIONS</u>		
9.	<p><u>Course and Supervisor Evaluations</u></p> <p>Student feedback on both organized courses and clinical supervision is important in evaluating and improving course content and instruction. At the completion of each organized course, students anonymously complete the MSU SIRS (Student Instructional Rating System) forms which are collected by the HDFS Department.</p> <p>At the end of each practicum/internship semester (HDFS 894/HDFS 993), students complete the “Evaluation of Supervision” form. The completed form is submitted to Clinic Director who forwards the form to a departmental secretary for scoring and retyping of comments. The results are forwarded to the Program Director who reviews both the scores and the comments, forwards the scores and comments to the practicum/ internship supervisor, and, if necessary, schedules a meeting with the supervisor to discuss problems with the evaluation.</p>	<ul style="list-style-type: none"> Department Chair to discuss SIRS and supervision evaluations with CFT faculty at each annual review period (spring of each year). CFT Program Director discusses supervision evaluations with faculty and makes a plan with the faculty for improvement in areas where the evaluation is weak (occurs after each semester).
10.	<p><u>Program Evaluation</u></p> <p>At least annually, the Program Director, with assistance from the student representatives,</p>	<ul style="list-style-type: none"> This meeting will normally be called at the end of the first half of the Spring term (following Spring Break). After the student

	<p>will prepare and distribute an online anonymous survey assessing student opinion and needs regarding the program functioning. The results of this will be shared with CFT faculty, and feedback given to students.</p> <p>Students will meet in a student only meeting to discuss feedback collectively at which the student representatives will preside. The purpose of the meeting is for students to raise any concerns or complaints that the student representatives will convey to the Program Director and CFT faculty. Feedback will be forwarded in writing to the program director. CFT faculty will prepare a response communicated to students in a follow up meeting.</p>	<p>representatives have compiled the list of concerns/complaints and presented them to the CFT faculty, and after faculty have an opportunity to address them, the Program Director will call a second meeting before the end of term where the CFT faculty as a whole will address the concerns raised.</p>
11.	<p><u>Alumni Feedback on Program</u></p> <p>After graduation, alumni from the doctoral program will be asked to complete an online survey each spring to assess their experiences in the program, determine the alumna/us' employment status and satisfaction with her/his employment, and solicit comments regarding the program's strengths and weaknesses.</p>	<ul style="list-style-type: none"> • Each alumnus/a will be surveyed yearly for at least 2 years post-graduation. • Feedback from alumni survey will be shared with CFT faculty in annual fall retreat and program changes made if deemed necessary.
12.	<p><u>Employer Satisfaction</u></p> <p>Annually, alumni will be sent a survey for their employers to complete regarding the employer's satisfaction with the alumna/us.</p>	<ul style="list-style-type: none"> • Each January, alumni will be sent a link to forward to their employers. Because of sensitivity, this will be a voluntary process. • Survey results will be reviewed by Program Director and CFT faculty with program modifications discussed and made as needed
14.	<p><u>CLINICAL HOURS SIGN OFF</u></p> <p>All students are required to have 1,000 clinical hours by graduation (500 relational). The student must verify her/his number of direct client contact and supervision hours and receive permission from the CFT Program Director to be released from clinical responsibilities in the MSU Couple and Family</p>	<ul style="list-style-type: none"> • Submit PhD Clinical Requirements Form to Program Director at end of 1,000 hours and before graduation. Program Director's signature allows a release from clinical responsibilities, but is not automatically given. It is also a clearance for graduation.

	Therapy Clinic or other site (required form available in the CFT <i>Clinic Manual</i>).	
15.	<p><u>GRADUATION FROM THE CLINIC</u></p> <p>All program students are required to spend at least one full year in the on campus clinic (see table titled <i>Minimum Clinical Hour Requirements for the Doctoral Degree in Couple and Family Therapy</i> in Program Manual). Hour requirements and time in the clinic vary depending on what students bring into the program. Once students reach fulfill their minimum hour/time requirements, they need approval from the Program Director to be released from the CFT clinic.</p>	<ul style="list-style-type: none"> • During the last semester the student is in the clinic, he/she emails the Program Director requesting release from the clinic. He/she includes the following: <ul style="list-style-type: none"> ○ Date started in clinic ○ Proposed date of departure from the clinic ○ Number of clinical hours (separate relational and individual) ○ Number of supervision hours accumulated. • The Program Director will consult with the clinic director and clinical faculty to determine readiness for release from the clinic. • Program Director will communicate the release to the student or other additional hours required.
16.	<p><u>Curriculum Evaluation</u></p> <p>Each year as the fall semester begins, the CFT faculty meet to review the curriculum as to its appropriateness.</p>	<ul style="list-style-type: none"> • Each fall semester, the CFT faculty will review the current curriculum based upon feedback from courses, students, and other stakeholders over the course of the past year. Changes will be made to the curriculum as deemed necessary by faculty consensus.
17.	<p><u>The CFT Program Director Review</u></p> <p>The Program Director will be reviewed annually by CFT faculty, program students, and program alumni</p>	<ul style="list-style-type: none"> • Each November, the Department Chair will send an email with a survey link to CFT faculty, students, and alumni. • Responses to data from each of these three sources will be compiled, aggregated, and shared with the Program Director. A meeting will be called with the Program Director and current CFT faculty, and the Department Chair. Parts of this meeting will not include the Program Director. In this meeting, the feedback will be discussed. A plan of

		<p>action will be developed based upon the discussion in this meeting. This feedback will be shared with students and alumni where appropriate.</p>
18.	<p><u>Student and Faculty Roles in Program Governance</u></p> <p>Each fall, two students are elected from among volunteers by the CFT students. Unless the meeting is dealing with evaluations of other students or assignment of assistantships or confidential issues, the student representatives attend CFT faculty meetings in an advisory role. The student representatives are free to transmit the meeting discussions to the rest of the CFT students. When student meetings are held to hear program issues, the student representatives preside and summarize the issues raised. These issues are presented and discussed at the CFT faculty meetings with the student representatives.</p>	<ul style="list-style-type: none"> • Each fall semester, two students will be elected by the student body by means of online balloting. These students will attend all CFT faculty meetings (non-confidential), will run student-only meetings, and will serve as liaisons between students and faculty.
19.	<p><u>Policy for Annual Review of Program Policies, Manuals, and the HDFFS PhD Handbook.</u></p>	<ul style="list-style-type: none"> • Each summer the Program Director will review and revise the Program Manual and Program Policies. The Clinic Director will review and revise the Clinic Manual. Any changes will be highlighted and discussed with the CFT faculty at the fall retreat. Changes will be made based on this feedback.
20.	<p>Each year at the fall retreat, CFT faculty will review the following :</p> <ol style="list-style-type: none"> 1) program physical resources 2) fiscal resources 3) academic support services 4) Faculty sufficiency in meeting educational outcomes 	<ul style="list-style-type: none"> • The Program Director will prepare a list of these items, any concerns, and they will be discussed as a group. Action will be taken when necessary by faculty consensus. • Requests for additional funding or for physical resources (e.g., Clinic space, research space) identified at the fall retreat or throughout the year go through the HDFFS Department Chair. S/he may be able to provide the resource directly or may request the

		<p>resource from the College or University. The CFT Program manages the Clinic budget through the Program Director and Clinic Director. Fiscal management of the Department is delegated from the Provost's Office to the College of Social Science to the HDFS Chair. Management of the physical space controlled by the Department is delegated to the Department Chair. In addition to office space, research space is available on the ground and 4th floors of the Human Ecology Building; research space is also managed by the Department Chair.</p> <ul style="list-style-type: none"> • Request for additional faculty lines are complicated by university governance policies and need to be negotiated with the department chair and the dean of the college.
21.	<p><u>Diversity in Syllabi</u></p> <p>Students who have teaching responsibilities as instructors of record will include readings and lectures that address issues of diversity, including (but not limited) theory and data regarding racial/ethnic/economic/sexual minorities; functioning of international families, couples, and individuals; issues of social justice in respect to women, the elderly, minorities, differently-abled persons, and children.</p>	<p>Each October and each February, the Program Assistant will review these syllabi and assess the content of these courses. Students who do not include sufficient diversity information will be asked by the Program Director to increase this content.</p>
22.	<p>Annually, faculty will document efforts to provide financial, supervisory, and research support to students who represent populations that differ by culture, gender, sexual orientation, race/ethnic, religious faith, social class.</p>	<ul style="list-style-type: none"> • The Program Director will compile this information each fall and will present it to faculty at the fall retreat.
23.	<p>Faculty will include readings and lectures that address issues of diversity, including (but not limited) theory and data regarding</p>	<ul style="list-style-type: none"> • Each October and each February, the Program Assistant will review these syllabi and assess the content of these

	racial/ethnic/economic/sexual minorities; functioning of international families, couples, and individuals; issues of social justice in respect to women, the elderly, minorities, differently-abled persons, and children.	courses. Faculty will meet individually with the Program Director to increase diversity content.
24	<u>Graduating from the clinic:</u> See form on Minimum Hours in the Clinic (page 35)	<ul style="list-style-type: none"> • Complete form indicating exit from Clinic: Clearance for Exit From Couple and Family Therapy Clinic
25	<u>Graduating from the clinical requirement in the program:</u> 1000 clinical hours complete. At least 500 of these hours relational. 200 hours of supervision, at least 100 individual, and 50 raw data (video/live).	<ul style="list-style-type: none"> • Complete form to obtain release from clinical requirement after requirements are complete: Clinical Clearance for PhD Graduation
26	Internship Commencement	<ul style="list-style-type: none"> • Complete Internship commencement form (page 79)
27	Internship Completion	<ul style="list-style-type: none"> • Complete Internship completion form (page 80)

APPENDICES

(CFT SPECIFIC; for all other forms see the HDFS PhD manual or the D2L clinic site)

1. [Faculty Feedback Form](#)
2. [CFT COMPREHENSIVE EXAMINATION RUBRIC](#)
3. [CFT oral exam description](#)
4. [Internship Proposal and Approval Form](#)
5. [Clearance for PhD Graduation](#)
6. [Clearance for Exit From Couple and Family Therapy Clinic](#)

Faculty Feedback Form: Annual Evaluation & Professional Portfolio for HDFS Doctoral Students
 (this form is for your information only. Faculty use this form to track data on each student performance over the course of the program)

Name:

Major Advisor:

Semester and Year:

Date Submitted:

	Exceeds Expectations [2]	Meets Expectations [1]	Needs Development [0]	Number of artifacts from beginning of program
Publications (Minimum of 1; manuscripts accepted for publication or in press meet requirement) SLO: A3				
Conference Presentations (Minimum of 2) SLO: A4				
Research Statement SLO: A				
Teaching SLO: B1,2,3,5				
Service SLO: E1,2 (1 event/year)				
Outreach SLO: E1,2 (Minimum of 1 required)				
Summary of Program Goals for Next Year				

Comments - Advisor

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Comments - Guidance Committee

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Comments - Content Area Faculty

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This feedback form has been completed by:

	Name	Title	Signature	Date
Advisor				
Guidance Committee				
Content Area Faculty				

Faculty Feedback Form: Annual Evaluation & Professional Portfolio for HDFS Doctoral Students

Name:
Major Advisor:

Semester and Year:
Date Submitted:

	Exceeds Expectations [2]	Meets Expectations [1]	Needs Development [0]	Number of artifacts from beginning of program
Publications (Minimum of 1; manuscripts accepted for publication or in press meet requirement) SLO: A3				
Conference Presentations (Minimum of 2) SLO: A4				
Research Statement SLO: A				
Teaching SLO: B1,2,3,5				
Service SLO: E1,2 (1 event/year)				
Outreach SLO: E1,2 (Minimum of 1 required)				
Summary of Program Goals for Next Year				

Comments - Advisor

Comments - Guidance Committee

Comments - Content Area Faculty

This feedback form has been completed by:

	Name	Title	Signature	Date
Advisor				
Guidance Committee				
Content Area Faculty				

Additional Ratings by CFT Area Faculty

CFT Program Learning Outcomes				
<u>Research</u>				
	Yes, student meets this outcome [2]	Student minimally meets this outcome [1]	Student does not meet this outcome [0]	Number if relevant
1. Student is actively engaged in research activities with CFT, HDFS, and/or other MSU faculty SLO: A1				
2. Student is actively engaged in research activities with other CFT, HDFS, and/or other MSU students SLO: A2				
3. Student attended research seminars and training workshops SLO: A5				
4. Student has prepared at least one grant proposal SLO: A6				
5. Student has investigated issues of diversity in their research SLO: A7				
6. Student has theoretical competency in <u>qualitative</u> research (research design, data collection, data analysis) SLO: A				
7. Student has practical competency in <u>qualitative</u> research SLO: A				
8. Student has theoretical competency in <u>quantitative</u> research (research design, data collection, data analysis) SLO: A				
9. Student has practical experience in <u>quantitative</u> research SLO: A				
<u>Teaching</u>				
	3	2	1	0
Teaching Evaluation summary (completed by graduate director and program director) SLO: B Teaching	Student receives excellent evaluations	Student receives good evaluations in general but there is room to grow	Student receives adequate evaluations	Student teaching evaluations do not meet expectations

Teaching Activities			
Student has completed the following activities since commencing program	YES (list class/meeting)	NO	Number of times
1. Instructor of record for a face-to-face or online course SLO: B1			
2. Teaching assistant for a face to face or online class SLO: B2			
3. Guest lecturer in a class SLO: B3			
4. Presenter for a poster, paper, and/or workshop at professional meetings. SLO: B4			
5. Students who have been instructors of record have included readings and lectures that address issues of diversity, including (but not limited) theory and data regarding racial/ethnic/economic/sexual minorities; functioning of international families, couples, and individuals; issues of social justice in respect to women, the elderly, minorities, differently-abled persons, and children. SLO: B5	YES (Diversity is sufficiently included in the class content)	NO (Diversity is minimally included or absent from the course content)	
Professional Activities		Number since the beginning of the program (List conference and dates)	
1. Student attended and participated in national and international professional conferences. SLO: C1			
2. Student attended and participated in local and state-level conferences and workshops. SLO: C2			
	YES	NO	
3. Student maintained membership of AAMFT this past year SLO: C3			
	YES (Diversity is sufficiently included)	NO (diversity is minimally included or absent from the content)	
4. Students who presented posters and papers at state, national, and international conferences included issues			

of diversity. SLO: C4			
Clinical Summary for the year (summer, fall, spring)			
<u>Section</u>	<u>Summed Ratings</u>	<u>Average Score for section</u>	
I. Admission to Treatment SLO: D5			
II. Clinical Assessment and Diagnosis SLO: D5			
III. Treatment Planning and Case Management SLO: D5			
IV. Legal Issues, Ethics, and Standards SLO: D5			
V. Use of Supervision/Practicum SLO: D5			
VI. Social Justice Issues/Self Awareness SLO: D5			
Average Across Sections SLO: D5			
Clinical Progress Indicators			
1. Number of Relational Clinical hours SLO: D1			
2. Number of Individual Clinical hours SLO: D1			
3. Overall Total Clinical hours SLO: D1			
4. Number of supervision hours SLO: D1			
5. Completion of supervision course (yes/no) SLO: D2			
6. LMFT Licensure status SLO: D4			
7. Diversity of Clientele seen in the clinic (list diversity indicators) SLO: D6			
Service			
	Superior service	Adequate service	Below expectations
1. Student provides service to program,			

department, profession SLO: E1			
2. Student includes diversity in service SLO: E2			

Comments – Content Area Faculty

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This feedback form has been completed by:

	Name	Title	Signature	Date
Content Area Faculty				

Student Response

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	Name	Signature	Date
Student			

CFT COMPREHENSIVE EXAMINATION RUBRIC

	5 Excellent	4 High	3 Adequate	2 Poor	1 Unacceptable
Synthesis of Literature SLO: A Research					
The student is able to identify and summarize a body of research literature	All key literature considered	Some parts of literature missing	Key parts of literature missing	Large parts of the literature misidentified/missing	Literature incorrectly identified
The student is able to synthesize research literature at scholarly level	Literature critically synthesized	Critical synthesis underdeveloped	Some parts of the literature well synthesized but other parts not	Critical synthesis has parts that are well done but is overall lacking	Critical synthesis below the standards of a doctoral student
The student displays critical thinking that identifies gaps in the literature	Gaps well identified	Gaps identified but not clearly described	Gaps identified but missing key literature components	Gaps poorly identified	Gaps in literature not present
The student is able to write a research question in a way that is clear and compelling	Research question is well conceptualized and state	Research question is mostly clear	Research question is in the ballpark but needs editing/clarification	Research question is poorly stated	Research question appears at a level that falls beneath the expectations of a doctoral student
Research Methods SLO: A Research					
The student is able to identify the correct methods to answer a research question. These methods are feasible.	Research methods are consistent with the research question and are a feasible method of answering the question	Research methods and feasibility are well stated but have some weaknesses	Research methods and feasibility need work	Research methods and feasibility have inconsistencies and problems as an approach to answer the proposed research question	Research methods are not able to answer the research question
The student demonstrates a comprehensive understanding of chosen research methods	Research methods well described	Research methods well described with some weaknesses	Research overall well described but with many weaknesses	Research methods inadequately described	Research methods are unacceptably described
The student demonstrates a rigorous understanding of data	Data analysis plan is well described and plausible	Data analysis plan is mostly well described	Data analysis plan is well described but has many	Data analysis plan is poorly described	Data analysis plan is unacceptable

analysis			weaknesses		
Research as presented is informed by culture and gender	Culture and gender considered fully in research	Culture and gender considered but could be more integrated	Culture and gender adequately considered	Culture and gender poorly considered in research	Culture and gender considerations missing or inaccurate
Writing Style SLO: A Research					
The student is able to write clearly	Student writing is clear	Student writing is mostly clear	Student writing is clear in places and confusing in others	Student writing is unclear and needs work	Student writing is unacceptable
The student is able to write persuasively	Student makes a compelling argument	Student makes a compelling argument but there are some holes in the argument	Student is persuasive in places	Student persuasion needs work	Student's ability to write a persuasive argument is unacceptable
The student is able to write using the correct mechanics of writing	Correct sentence structure <ul style="list-style-type: none"> • Spelling • Punctuation • Word choices • Word order • Grammar 	Generally free of errors in sentence structure <ul style="list-style-type: none"> • Spelling • Punctuation • Word choices • Word order • Grammar 	Relatively few errors in sentence structure <ul style="list-style-type: none"> • Spelling • Punctuation • Word choices • Word order • Grammar 	Significant errors in sentence structure <ul style="list-style-type: none"> • Spelling • Punctuation • Word choices • Word order • Grammar 	Serious and persistent errors in sentence structure, grammar, word choice
Clinical Presentation SLO: D Clinical Activities					
The student demonstrates a clear and consistent theory of therapy	Theory well described, coherent, consistent	Theory largely well described with some inconsistencies	Theory described but lacks consistency and coherence	Theory poorly described and is incoherent/inconsistent	Theory poorly described
Clinical work is informed by considerations of culture and gender	Culture and gender considered fully in clinical work	Culture and gender considered but could be more integrated into clinical work	Culture and gender adequately considered	Culture and gender poorly considered	Culture and gender considerations missing or inaccurate
The student is able to illustrate his/her theory of therapy with appropriate clinical examples	Clinical examples are consistent with the theory	Clinical examples are mostly consistent with the theory	Clinical examples are consistent with the theory in places but not in others	Clinical examples are mostly not consistent with the theory described	Clinical examples are poor examples of the theory described
Student is able to present his/her theory of therapy in a competent way	Presentation is engaging and clear. The student demonstrates poise	Presentation mostly engaging and clear with some problems in delivery	Presentation is adequate but student has room for growth in this area	Presentation is lacking in big areas	Presentation is inadequate for a doctoral student

	and competence				
Student is able to answer questions well	Student answers questions clearly	Student mostly does a good job of answering questions	Student does an adequate job of answering questions	Student does a poor job of answering questions	Student does not answer questions
Student is able to use presentation aids such as PowerPoint effectively	PowerPoint and/or presentation aids are clear and compelling	PowerPoint and/or presentation aids are mostly an asset to the presentation	PowerPoint and/or presentation aids need some work	PowerPoint and/or presentation aids are not well done and detract from focus	PowerPoint and/or presentation aids are not at the expected level for a doctoral student

CFT Oral Comprehensive Examination

The oral exam needs to be scheduled for two hours.

The oral examination for CFT students will involve a 120-minute examination process with your committee. In this examination, students will accomplish several outcomes related to their role in the HDFS department in general and the CFT concentration specifically.

- A. Provide the student the opportunity to formally present and discuss applications appropriate to the CFT concentration area. *For this, CFT students will present a review of their clinical theory of therapeutic change (details provided below).*
- B. Extend the evaluation of the student's knowledge and understanding covered in the two written exams. Emphasis may be placed on areas considered weaknesses.
- C. To consider the student's ability to respond in an articulate manner to verbal questions.
- D. To extend discussion beyond content covered in the written exams.

General Theory of Change Presentation

This will be presented in a PowerPoint format and will include de-identified case information to illustrate the student's theoretical framework in real life cases. No real life video examples will be allowed although students may use role-play or other video types to illustrate their concepts. For accreditation purposes, the committee will utilize the rubric attached to evaluate your presentation. The following questions can be used to guide the development and presentation of your theory.

- Who are the leading figures you draw from in your approach?
- What are the major building blocks of your theory?
- How does your theory view symptoms?
- What are assessment strategies?
- What are the goals of your theory?
- What is your view of human nature?
- What is the role of the therapist?
- How does assessment occur?
- What are major techniques or interventions?
- How does the approach propose to help clients/families to change?
- How do you go about integrating your theory?
- If you integrate theories, how do you deal with inconsistencies in theories you are bringing together in terms of philosophical assumptions?
- How do you include evidence-based practices in your work?

The examination will follow a strict format:

- 1) First 5 minutes – student is introduced to the group by the committee chair
- 2) Next 40 minutes, student will present and illustrate his/her theory of therapy
- 3) Next 10 minutes will allow the audience (non-committee) to ask any questions related to the presentation. After this, any non-committee audience members will be excused.
- 4) Next 15 minutes, student will be asked questions by examining committee in relation to presented theory of therapy.

- 5) After this, the committee will use the next 40 minutes to ask questions about weaknesses and omissions identified in the written comprehensive exams.
- 6) After these questions have been satisfied, the student will be excused while the committee confers.
- 7) The results of the entire comprehensive exam process will be communicated to the student after he/she is invited back into the room.

Internship Proposal and Approval Form

Doctoral Program in Couple and Family Therapy
Department of Human Development and Family Studies
Michigan State University

Student Name: Click here to enter text.

Internship Site Name: Click here to enter text.

Internship Site Supervisor: Click here to enter text.

Internship Address: Click here to enter text.

Internship Contact Number: (phone) Click here to enter text. (fax) Click here to enter text.

This is a Choose an item. **internship.**

Internship Description:

Click here to enter text.

Internship Purpose:

Click here to enter text.

Internship Outcomes/Objectives:

Click here to enter text.

Internship Evaluation Criteria:

Click here to enter text.

*This form must be signed by all individuals indicated below, and copies must be submitted to the CFT **Program Director**. This must be done **PRIOR** to starting the internship.*

Please attach the following: (1) Your internship supervisor's **vita**, and (2) (if doing a clinical internship) proof of your internship supervisor's **AAMFT Approved Supervisor status** (or equivalency).

I have reviewed the proposed internship and hereby agree to the criteria, goals/objectives and evaluation process. I further give my permission for the student to complete this internship in partial fulfillment of the requirements of the doctoral degree in Human Development and Family Studies, concentration in CFT.

Student

Date

Committee Chair

Date

Program Director

Date

Internship Site Supervisor

Date

Internship Completion Form

Doctoral Program in Couple and Family Therapy
Department of Human Development and Family Studies
Michigan State University

Student Name: Click here to enter text.

Internship Site Name: Click here to enter text.

Internship Site Supervisor: Click here to enter text.

Date Internship started:

Click here to enter text.

Date Internship ended:

Click here to enter text.

Brief evaluation of internship experience:

Click here to enter text.

This form must be signed by all individuals indicated below, and copies must be submitted to the CFT Program Director. This must be done immediately following the completion of the internship.

Please attach the following: (1) Your internship supervisor's **vita**, and (2) (if doing a clinical internship) proof of your internship supervisor's **AAMFT Approved Supervisor status** (or equivalency).

The student has completed all requirements for internship as described in the internship proposal.

Student

Date

Committee Chair

Date

Program Director

Date

Internship Site Supervisor

Date

Clinical Clearance for PhD Graduation

NAME has completed the clinical requirements as set forth as part of this COAMFTE-Accredited Marriage and Family Therapy Program. They have completed *at least 1,000 client hours*. They have also completed the required number of supervision hours, with appropriate live and individual hours.

They are now clinically approved for graduation as of _____ .
DATE

Student Name

Student Signature

Clinic Director Name

Clinic Director Signature

Program Director Name

Program Director Signature

For Paperwork and Hours Verification:

Clinic Coordinator Name (paperwork verification)

Clinic Coordinator Signature

Clearance for Exit From Couple and Family Therapy Clinic

 NAME has completed the required time in the CFT clinic as set forth in the CFT Program Manual. All students are required to complete *at least 1,000 client hours to graduate*. They have also have to complete the required number of supervision hours, with appropriate live and individual hours. Graduation from the CFT clinic is endorsed by this form. However, this does not mean that clinical requirements for graduation are completed. In order to verify your clinical requirements for graduation, please complete the form titled **Clearance for Graduation**

Student Name

Student Signature

Clinic Director Name

Clinic Director Signature

Program Director Name

Program Director Signature

For Paperwork and Hours Verification:

Clinic Coordinator Name (paperwork verification)

Clinic Coordinator Signature