Couple and Family Therapy Program

Student Handbook

Couple and Family Therapy Program
Raymond A. Kent School of Social Work
University of Louisville

2021-2022
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Couple and Family Therapy Program

The Master of Science in Couple and Family Therapy Program (CFT) is housed within the Raymond A. Kent School of Social Work. The CFT program meets educational, practice, and supervision requirements of master’s-level education for eventual licensing as a Licensed Marriage and Family Therapist in Kentucky.

The CFT program accepts 15-20 master’s students yearly to engage in the study of Marriage/Couple and Family Therapy (M/CFT) theory and practice. The program is designed for students to gain competency in (a) knowledge of the M/CFT profession, (b) practice of relational/systemic therapy as qualified behavioral/mental health providers, (c) commitment to ethical practice through ethical codes of the M/CFT profession, (d) awareness, knowledge, and skill to responsibly serve diverse communities, and (e) development and application of research to further the knowledge and practice of the M/CFT profession. Students engage in a sequence of logically structured courses, practicum placements, and supervision experiences to prepare them for eventual practice as marriage/couple and family therapists.

The CFT Program prepares couple and family therapists to serve a wide variety of families in need. These families need services that are designed to work with the entire family unit in their communities. Providing training in M/CFT skills allows mental health professionals to affect durable change for families and the communities within which they live and work.

Many social service agencies are dedicated to working with family units because research is increasingly demonstrating that physical and mental health issues treated using relational approaches produce more effective and durable improvements. This Program focuses specifically on meeting the demand for professionals who can work collaboratively and effectively with families experiencing multiple constraints such as poverty, living in a neighborhood with high rates of crime, institutional oppression, and low levels of social capital. Offering intensive M/CFT coursework and supervision, as this Program does, to graduate students provides for uniquely rich training.

Graduates from M/CFT programs nationally fare well in the marketplace due to their expertise in working with entire family systems. This Program provides a professional education that combines social justice and family therapy knowledge and skills, preparing these practitioners to be effective with difficult problems, creating innovative strategies for working with families who often do not have the resources to engage in high quality treatment. In addition, the opportunity for students to receive dual training in social work and M/CFT is a unique offering of our program. The dual-degree MSSW/MSCFT Program appeals to a national audience of prospective graduate students. Professionals with these dual credentials are particularly well-suited to finding employment in a variety of settings.

Mission Statement

The Couple and Family Therapy Program (CFT) within the Kent School of Social Work offers education and training for students interested in an eventual practice in couple and family therapy. The program takes an anti-oppressive stance in preparing competent professionals to implement the systemic principles and practices of couple/marriage and family therapy. A research-informed clinician approach toward training is prioritized, instilling students with a respect for research and various methods of evaluating empirical findings and integrating them into their practice.
Commitment to Diversity

The CFT Program strives to integrate issues related to cultural diversity and competence throughout all courses. In addition, the program prioritizes recruitment of a diverse student body with regard to race, ethnicity, gender identity, sexual orientation, age, disability status, religion and national origin. Of the CFT students enrolled during the 2021-2022 academic year, 41% identify as ethnic minorities. In addition, faculty and supervisors represent diverse backgrounds, with 40% of CFT core and non-core faculty and 40% of CFT clinical supervisors identifying as ethnic minorities.

CFT Program Description

The CFT Program awards a Master of Science in Couple and Family Therapy that provides specialized training in clinical practice with couples and families in the context of their communities. The program fulfills its mission by combining the systemic foundational principles of Couple/Marriage and Family Therapy (C/MFT) with social justice values. This program deliberately prepares students to utilize couple and family therapy with those families who are disadvantaged and/or typically underserved. The CFT Program is accredited by the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE). The CFT program requires two full years to complete and must be completed within four years of starting. Students enrolled in program the program can choose between five separate curriculum plans, with the option to specialize in Alcohol and Drug Counseling (ADC). This ADC specialization requires an additional 9 credit hours and a dual CFT/ADC Advanced Year Practicum placement.

The 2-year and 3-year Dual-Degree MSSW/MSCFT tracks as well as the Dual-Degree MSCFT with Advanced Standing MSSW track are accredited by both the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE) and the Commission on Accreditation of the Council of Social Work Education (CSWE). The three-year curriculum plan allows the student to begin their MSSW coursework the first year and then in the second year begin their MSCFT coursework. This allows the student to have a lighter load in the second and third year of the curriculum plan.

The CFT program meets course requirements for Kentucky licensure as a Licensed Marriage and Family Therapist and for Pre-Clinical Fellow membership in the American Association for Marriage and Family Therapy (AAMFT). For all five tracks, coursework focuses on theoretical foundations, practical applications, ethical responsibilities, integration of research, and supervised clinical practice.

Educational Outcomes and Rationale

The CFT Program is designed to meet five developmental competency components outlined by the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE). These developmental competencies were then used to outline program goals and corresponding student learning outcomes.

<table>
<thead>
<tr>
<th>COAMFTE Developmental Competency (v12.5)</th>
<th>Program Goals</th>
<th>Student Learning Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Knowledge of the MFT profession</td>
<td>1. The CFT Program will effectively educate students with regard to the major models of marriage and family therapy</td>
<td>1. Students will demonstrate a grasp of concepts related to traditional and contemporary family therapy theories and apply those theories when conceptualizing client concerns.</td>
</tr>
</tbody>
</table>
2. Practice of relational/systemic therapy as a qualified behavioral/mental health provider

2a. The CFT Program will train students to effectively assess and conceptualize individual and family problems

2a. Students will be able to assess, conceptualize, and analyze clinical information and use critical thinking skills to formulate clinical impressions based on data gathered from clients.

2b. The CFT Program will train students to effectively implement marital and family therapy techniques and interventions.

2b. Students will demonstrate an ability to formulate and implement a plan of action for marital and family therapy practice that addresses complex issues and builds client consensus.

3. Commitment to ethical practice through ethical codes of the MFT profession and pertinent regulatory bodies

3. The CFT Program will prepare students to practice professionally as ethical marriage/couple and family therapists.

3. Students will develop a professional identity as ethical marriage/couple and family therapists.

4. Awareness, knowledge, and skill to responsibly serve diverse communities

4. The CFT Program will prepare students to become social-justice oriented marriage/couple and family therapists.

4. Students will demonstrate an ability to integrate social justice and cultural considerations in marital/couple and family therapy practice.

5. Development and application of research to further the knowledge and practice of the MFT profession

5. The CFT Program will train students to become research-informed clinicians.

5. Students will demonstrate an ability to comprehend research findings and ways to integrate those findings into their clinical work.

Program Requirements
(These requirements are based on a 2-year program of completion.)

The CFT coursework provides didactic and experiential education in the major family systems theories, family assessment and treatment, contemporary issues in CFT, couple therapy, ethics and professional development in CFT, and integrating CFT theories so that each student has developed his/her/their own theory of change. CFT supervision consists of group as well as individual supervision and utilizes case report and observable/raw data. In the foundation (1st) year, supervisors rely on audio- or video-taped sessions as well as in-person observations (when possible) as observable data. In the advanced (2nd) year, supervisors rely heavily on live supervision for observable data as well as viewing audio- or videotaped sessions (as needed). Cases reviewed in supervision derive from student’s practicum placements as well as cases seen in program-run clinics. Student progress through the program is tracked using the Student Progress Form (see Appendix A), which provides targets students must meet in order to graduate with their M.S. in Couple & Family Therapy.

The MSCFT hours are accumulated through five semesters of CFT coursework and supervision (see Appendix B for curriculum plans). The MSCFT-only Program requires 60 credit hours of course work and can also be coupled with the Alcohol & Drug Counseling (ADC) specialization that requires 9 additional credit hours. The dual-degree MSSW/MSCFT requires 84 hours credit hours combined for both degree and can be completed in 2-3 years with either a fall or spring start. Students who graduated from an approved institution with their BSW can also complete their Advanced Standing MSSW (typically completed in 1 year) with a dual degree in MSCFT, yet this dual process still takes 2 years to fully complete. During the first year of the Advanced Standing dual-degree MSSW/MSCFT plan, students will take primarily CFT coursework and complete a Foundation CFT Practicum placement in the first year. Then, in the second year, they complete their Advanced year of both the MSSW and MSCFT coursework and complete a dual MSSW/MSCFT Advanced Practicum.
Admissions

Application materials required by the University of Louisville Graduate School and the Kent School of Social Work should be sent according to the directions on the Kent School webpage. The Graduate School requires an (a) online application form, (b) a non-refundable application fee, and (c) official transcripts from each college attended. Some additional steps may also be included, and prospective students are encouraged to check the Graduate School Admissions page for more information (https://louisville.edu/graduate/futurestudents/application-directions/application-directions).

For admission to the Kent School of Social Work, students must also provide (a) three recommendation forms completed by at least one former professor (if enrolled in classes within the past two years), and/or (b) persons who have been directly responsible for supervision the student’s human service related work/volunteer experience or other professional experience; and (b) an addendum essay for applicants whose incoming GPA is under 3.0 discussing gaps or deficiencies in your academic record and planned strategies for maintaining a 3.0 if enrolled in the Graduate School. For those students who apply for the dual-degree MSSW/MSCFT programs, two separate applications are required. Consideration for admission to either program is not dependent upon acceptance to the other.

Applications specifically for the **MSCFT Program** require the following:

1. A CFT Professional Statement (1-3 pages) that explains the applicant's
   a. career goals,
   b. professional preparation up to this point,
   c. interests in addressing social justice issues.
2. A current resume.
3. A 3-page summary of significant family-of-origin experiences that reflects the applicant's exploration of personal growth issues which may be relevant in one's development as a family therapist.

Applications specifically for the **MSSW Program** also require the following:

1. An essay responding to the “Education and/or Life Experiences Responses” prompt. Responses should be up to 300 words and fully address the prompt. Applicants should consider and address their values as it relates to their participation in academics, community, and professional social work.
2. An essay responding to the “Diversity Statement” prompt. Responses should be up to 300 words and fully address the prompt.
3. For advanced standing admissions (BSW applicants only): Copies of final practicum evaluation, or the most recently evaluation if currently in a BSW program.

All written materials submitted by applicants are read and rated by the CFT Program Director and any CFT Program Faculty participating in the interview process. The following criteria are considered when making acceptance decisions: (a) grade point average, (b) educational background, (c) current resume and previous work/volunteer experiences, (d) letters of recommendation, (e) family-of-origin paper, and (f) CFT Professional Statement.
Selection Process
Complete applications are first screened by the CFT Program Director. Eligible applicants are invited for an interview with two CFT Program Faculty members (or at least one faculty member, if scheduling conflicts occur). Students' interview performances are rated according to (a) interest in C/MFT, (b) previous experience (either paid or un-paid), (c) short- and long-term goals, and (d) awareness of AAMFT and the licensure process. In addition, we seek students who will be able to finish the program and complete it on schedule. After interviews are completed, the CFT Program Director selects an initial set of 15-20 students for admission. The MSCFT Program does not discriminate on the basis of age, culture, ethnicity, gender, physical ability, race, sexual orientation, gender identity, national origin, or religion.

Student Orientation
CFT Program Faculty hold a student orientation for incoming students in mid-August before the academic semester officially begins. This orientation introduces students to CFT Program Faculty and CFT Clinical Supervisors. Materials covered include (a) common stressors faced by beginning therapists, (b) tips for getting started at a community practicum site, (c) an overview of the CFT supervision process, (d) instructions for CFT Program documentation, and (e) key differences between the MSCFT-only and MSSW/MSCFT tracks. During orientation, students are also asked to fill out the Student Information Form (Appendix C) and sign the (1) Photo and Release Form (Appendix D), (2) Acknowledgement of Student Handbook Form (Appendix D), (3) Student Acknowledgement of Tele-health Policies Form (Appendix F), and (4) Regulatory Variance Acknowledgement Form (Appendix G).

Student Roles in CFT Program Governance
Students are involved in CFT Program governance in a variety of ways. First, the CFT Program Director meets with entire student cohorts once a semester to solicit feedback regarding the program, including impressions about courses, curriculum, faculty, practicum sites, and supervisors. During these meetings, the Program Director also provides important information and updates related to students' matriculation through the program. Second, at the beginning of each academic year, each cohort elects a representative and an alternate representative to attend monthly CFT Program Meetings. Attending these meetings allows students to weigh in on program decision-making and bring cohort-specific concerns to the larger faculty. Third, students provide feedback on instructors and courses by completing course evaluations at the end of each semester. Fourth, graduating students also provide feedback on practicum placements and on-site supervisors (see Appendix H), CFT Community Mentors (see Appendix I), and the Program Director (see Appendix J) once a year in a confidential survey and in-person exit interview. Finally, students are encouraged to provide feedback to the CFT Director and faculty at any time during the semester regarding program concerns or issues.

Couple & Family Therapy Program Full-Time Faculty

Core Faculty
Laura M. Frey, Ph.D., LMFT  |  Program Director, Associate Professor
Dr. Frey received both a M.S. in Family Science and Marriage and Family Therapy and a Ph.D. in Family Science from the University of Kentucky. She has been a faculty member at the Kent School since 2015, served as the Clinical Director through 2020, and became Program Director in 2021. Dr. Frey is a Licensed Marriage and Family Therapist and an AAMFT-Approved Supervisor. Her primary research interest is in the intersection of family processes and suicide prevention and intervention. As a licensed clinician and family scientist, she aspires to conduct applied research that has clear implications for both family life educators and mental-health service providers. Dr. Frey’s research has utilized both quantitative
and qualitative methods to explore the role of stigma and family interactions following a member’s disclosure of suicidal behavior. Additionally, she has examined parental suicide attempts and how this information is communicated to children. Her programmatic line of research moving forward is centered on the role of family interactions and suicide-related disclosure. Her work aims to reduce the stigma experienced by suicide attempt survivors and those with lived experiences of suicide. As a clinician, Dr. Frey advocates for examining the family’s role in experiences leading up to suicidal behavior and the assets family can provide in the treatment process, topics which have largely been ignored by family scientists and clinicians. She also provides continuing education for professionals regarding the assessment and treatment of suicidal behavior.

**Tiffany Farmer, MSSW, LMFT | Clinical Director, Instructor.**
Ms. Farmer received her MSSW with a Specialization in MFT from the University of Louisville. She joined the CFT Program as the Clinical Director and works in conjunction with the Kent School Field Education Office to identify and maintain quality practicum placements for CFT students. She is a Licensed Marriage and Family Therapist and an AAMFT-Approved Supervisor Candidate. She provides clinical supervision for CFT students in their first year and serves as a part-time instructor for the program. Ms. Farmer brings many years of working in community and agency settings. Ms. Farmer owns a group practice, Best Life Mental Health Services, LLC, which specializes in providing quality services for all, with a focus on people who occupy marginalized identities. As a clinician, she specializes in working with adults who experience patterns of relationship difficulties, including people who struggle with fidelity, co-dependency, emotional abuse, or issues of self-worth. Of particular interest is adult attachment and childhood trauma and their effects on relationship stability.

**Eli A. Karam, Ph.D., LMFT | Professor**
Dr. Karam is a graduate of both The Family Institute at Northwestern University and Purdue University's Department of Child Development and Family Studies. Dr. Karam is a Professor in the Couple and Family Therapy Program in the Kent School of Social Work, teaching a variety of courses within the CFT Program including Foundations of Family Therapy, Couple Therapy, Professional Issues and Ethics, and Integration of CFT Models. He is a Licensed Marriage and Family Therapist and an AAMFT-Approved Supervisor. Dr. Karam was recently on the National Board of Directors for the American Association for Marriage and Family Therapy (AAMFT) and was the Past President for the Kentucky Association for Marriage and Family Therapy (KAMFT). Dr. Karam has been recognized both locally and nationally by AAMFT for his contributions to the profession of marriage and family therapy, including the 2009 AAMFT National Research Award and a 2013 National Leadership Award, 2018 AAMFT Teaching Award, and the 2020 AAMFT Excellence in Media Award. In addition, he has presented at national conferences and to general audiences speaking on the topics of couple therapy, research and practice integration in marriage and family therapy training programs, the therapeutic alliance, and enhancing couple intimacy and communication skills. Dr. Karam researches and practices a “Common Factors” approach to therapy that prioritizes the therapeutic alliance and client motivations and strengths. He is also the host of the AAMFT Podcast, in which he interviews prominent and influential contributors to the field of Family Therapy.

**Affiliated Faculty**

**Emma Sterrett-Hong, Ph.D., Licensed Psychologist, LMFT | Associate Dean of Equity & Inclusion**
Dr. Sterrett-Hong received her M.S. in MFT from the Family Institute at Northwestern University and her Ph.D in Clinical Psychology from the University of North Carolina. She joined the Kent School in 2011 and served as Program Director from 2014 through 2020. In 2021, she became the Kent School’s Associate Dean of Equity and Inclusion. She is a Licensed Marriage and Family Therapist, Licensed Psychologist, and an AAMFT-Approved Supervisor. Dr. Sterrett-Hong’s teaching interests are clinical supervision, family systems theories and techniques, and evidence-based practice. Dr. Sterrett-Hong's broad research interest is the potential of relationships with adults and mentors in natural contexts (families, schools,
communities) to reduce health disparities affecting ethnic minority, sexual minority, and low-income youth. Related to this interest, over the past ten years she has been developing a two-line program of research on: (1) positive non-parental adults and mentors and their role in reducing youth health disparities and (2) additional ecological influences that can narrow youth health disparities.

Becky F. Antle, MSSW, Ph.D., LMFT  |  Professor
Dr. Antle received both her MSSW with a Specialization in MFT and her Ph.D. in Social Work from the University of Louisville. She is a Licensed Marriage and Family Therapist. Dr. Antle has previously taught Contemporary Issues in CFT, Advanced Research, and Social Work Practice. In addition, Dr. Antle is also the Director of the Center for Community Well-being, which offers optional training in evidence-based interventions for CFT students. For the past 10 years, she has been involved in research on solution-based child welfare practice, the impact of domestic violence on children, co-morbidities of child maltreatment, and the professional development of the child welfare workforce. She is also studying ways to provide training on healthy relationships, attachment, and the prevention of adoption disruption to new adoptive families in the public child welfare system, as well as ways to develop and deliver team-based training for public child welfare workers on youth transitioning to independent living. Dr. Antle has previously served as the PI or Co-PI on several other state and federal grants, including the Governor's Early Childhood Intervention Program Kids Now, the Child Welfare Training Assessment Project, the Cancer as a Chronic Disease grant funded by the Centers for Disease Control, the Family Support Training Assessment Project, and an evidence-based practice grant for the treatment of schizophrenia funded by the Substance Abuse and Mental Health Services Administration.

Curriculum Plans
The CFT Program curriculum plans (see Appendix B) outline the five courses of study used by MSCFT Program students and are used to plan and chart progress throughout the program. The curriculum plan used depends on whether the student is working to achieve the MSCFT degree only, the MSCFT degree with ADC Specialization, or dual degrees in MSSW/MSCFT (i.e., with 2-year, 3-year, or MSSW Advancing Standing options). The Master of Science in Couple & Family Therapy (MSCFT-only) is a 60-hour curriculum, and the MSCFT degree with ADC Specialization is a 69-credit hour program (MSCFT plan plus 9 additional credit hours related to ADC content). The three dual-degree MSSW/MSCFT curriculum plans integrate CFT curriculum content with the MSSW curriculum. First, the 2- and 3-year dual-degree plans require 24 hours in addition to the 60 hours required for the Master’s Degree in Social Work. The only difference between these two plans is whether the social work courses are spread across two or three years. For both plans, the CFT-specific content occurs over two years. Finally, those students who already have a BSW from an approved institution can complete the 62-hour dual-degree MSCFT with Advanced Standing MSSW curriculum plan. This plan still covers the CFT-specific content in two years, with students’ final year including the addition of social work courses.

Foundation CFT Courses
All students take SW 700 (CFT Theory & Practice I) and SW 701 (FT Assessment) in the fall of the first year that students take CFT-specific content (i.e., Fall of Year 1 for MSCFT-only students, but Fall of Year 2 for 3-year MSSW/MSCFT students). CFT Students then take SW 706 (CFT Theory & Practice II) in the spring of the first year. These courses lay the foundation for family assessment, application of family systems theories, and implementation of therapeutic techniques that will be expanded in the second year.

Advanced CFT Courses
All students take SW 702 (Couple Therapy) and SW 703 Contemporary Issues in CFT) in the fall of their second year CFT-specific coursework (i.e., Fall of Year 2 for MSCFT-only students, but Fall of Year 3 for 3-year MSSW/MSCFT students). Then, they take SW 704 (Integrating CFT) and SW 705 (CFT
Professional Issues and Ethics) in their final spring semester of graduate coursework. In these courses, the students and faculty make explicit connections between classroom knowledge and practice situations.

CFT Program Core Courses

The following courses are required to earn an M.S. in Couple & Family Therapy from the Kent School of Social Work at the University of Louisville. The CFT Core Courses are offered during the week (i.e., Tuesdays, Wednesday, or Thursday, depending on year and semester of study) on the University of Louisville Shelby Campus. All course descriptions are also available on the Course Catalog via the Schedule of Classes at https://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm.

**SW 700: Foundations of Family Therapy: Theory and Practice (3)**
Prerequisites: Admission in the CFT Program.

This course covers foundational elements of family therapy theory & practice. By the conclusion of the course, students are expected to demonstrate a conceptual competence in basic family therapy theory, as well as knowledge around the history and evolution of the family therapy field.

**SW 701: Family Therapy Assessment and Treatment in Diverse Populations (3)**
Prerequisites: Restricted to students enrolled through Kent School of Social Work.

This course focuses on assessments and interventions regarding relational problems and specific psychosocial difficulties commonly encountered in family therapy practice. An emphasis will be given to a critical review and evaluation of the evidence-based practices as well as interventions or strategies that represent integrative approaches in the field.

**SW 702: Couple Therapy: Theory and Practice (3)**
Prerequisite or Co-Requisite: Admission in the CFT Program, successful completion of SW 703, concurrent registration in SW 724.

This course provides the student with a framework for managing difficult and controversial issues in the field of couple therapy. The student will become versed in couple assessment and couple interventions. Protocols regarding special issues in the field of couple therapy will be taught including divorce, sexual problems, infidelity, domestic violence, etc. The course will examine pertinent ethical issues and concerns as it relates to the field of couple therapy.

**SW 703: Contemporary Issues in Couple and Family Therapy (3)**
Prerequisite: Admission to the CFT Program and SW 700.

This course will review social problems and contemporary issues facing families. Particular emphasis will be placed on social problems such as domestic violence, divorce, child maltreatment, substance abuse, school bullying and health concerns. Contemporary issues such as technology, same-sex marriage, and immigration will also be addressed. Student development of competencies to practice within defined contexts, such as healthcare settings, schools and military settings, and with colleagues from other disciplines will be facilitated. The tools for learning will include lecture, discussion, role-playing, case reviews and teamwork on projects designed to develop and enhance specific skills.
**SW 704: Integrating Family Therapy: Theory and Practice (3)**
Prerequisite: Admission to the CFT Program.

This is the capstone course in the MSCFT Program designed for each student to refine their own theory of change. Utilizing critical thinking skills, students will work to integrate MFT intervention models and skill sets in the areas of assessment, treatment / intervention planning, and outcome evaluation. Students will be assisted in integrating the clinical theory, practice, and research coursework with their study of change in larger social systems. This course also provides an opportunity for individual students to tailor and deepen their learning about areas of personal clinical interest previously covered in the curriculum.

**SW 705: Professional Issues & Ethics in Social Work: Couple & Family Therapy (3)**
Prerequisite: Admission into the CFT Program, successful completion of SW 702.

This is a seminar in professional issues taken in the last semester of the MSCFT Program. This course reviews and integrates the graduating student’s learning experiences in the areas of professional development and ethics. The course is designed to assist graduating students in their professional career development, legal responsibilities, current professional ethics, the role of professional associations, licensure legislation, independent practice considerations, and inter-professional cooperation.

**SW 706: Couple & Family Therapy Theory & Practice II (3)**
Prerequisite: Admission into the CFT Program, successful completion of SW 700.

This course is one in a sequence of interrelated coursework and practicum experiences that collectively provide students with a solid foundation of training in family therapy to prepare them for clinical work with individuals, couples, families, and other systems. This course will focus on family therapy theories and practices originating from roughly 1980 through 2005. Topics to be covered include social constructionism, solution-focused family therapy, narrative family therapy, collaborative language systems, multicultural sensitivity, the evidence-based practice movement, psychotherapy process and outcome measures, and specific evidence-based family treatments.

**Supervision Courses**

**SW 721: Family Therapy Supervision I (3)**
Prerequisite: Admission to the CFT Program, or approval from CFT Program Director.

Supervision of student work with a variety of families and family problems in community agency settings. (Pass-fail)

**SW 722: Family Therapy Supervision II (3)**
Prerequisite: Successful completion of SW 721.

Supervision of student work with a variety of families and family problems in community agency settings. (Pass-fail)

**SW 723: Family Therapy Supervision III (3)**
Prerequisite: Successful completion of SW 722.

Supervision of student work with a variety of families and family problems in community agency settings. (Pass-fail)
SW 724: Family Therapy Supervision IV (3)
Prerequisite: Successful completion of SW 723.

Supervision of student work with a variety of families and family problems in community agency settings. (Pass-fail)

SW 725: Family Therapy Supervision V (3)
Prerequisite: Successful completion of SW 724.

Supervision of student work with a variety of families and family problems in community agency settings. (Pass-fail)

Practicum Courses
Students will conduct assessment and therapy with individuals, couples, families, and other systems under the supervision of an AAMFT-Approved Supervisor or Supervisor Candidate.

For MSCFT-only:
SW 710: Couple and Family Therapy Practicum I
SW 711: Couple and Family Therapy Practicum II
SW 712: Couple and Family Therapy Practicum III
SW 713: Couple and Family Therapy Practicum IV
SW 714: Couple and Family Therapy Practicum V

For dual-degree MSSW/MSCFT:
SW 610: Foundation Couple and Family Therapy Practicum I
SW 611: Foundation Couple and Family Therapy Practicum II
SW 612: Advanced Couple and Family Therapy Practicum I
SW 613: Advanced Couple and Family Therapy Practicum II

Courses Cross-Listed with MSSW and MSCFT Programs
SW 601: Human Behavior in the Social Environment I (HBSE I) *
The focus of this class is on macro theories as well as the impact of social and economic forces on individuals and social systems.

SW 603: Diversity, Oppression, and Social Justice Practice
This foundation course designed to provide students with the knowledge and skills for social work practice with people who are subject to various forms of oppression such as racism, sexism, heterosexism, classism, ageism, and ableism operating at the individual, community and institutional levels of society. Diversity, strengths, and social justice practice are emphasized. Developing greater professional and personal awareness about the impacts of various forms of oppression are addressed.

SW 619: Human Behavior in the Social Environment II (HBSE II) *
The focus of this class is on the theories and knowledge of the human biopsychosocial development, including theories and knowledge about the range of smaller social systems in which individuals live. Content about values and ethical issues related to biopsychosocial theories are included.
SW 626: Research Methodology and Design
This course provides students the foundation knowledge for scientific inquiry. It covers all aspects of the research process from problem formulation to writing of the research report. It introduces students to qualitative, quantitative, and single-subject methods of conducting research and evaluating practice.

SW 633: Social Work and Human Sexuality
This course provides knowledge about physical, behavioral, cognitive, emotional and spiritual aspects of human sexuality.

SW 642: Psychopathology
This course examines concepts of labeling theory, stigma, strengths perspective, and the clinical use of diagnostic classification of psychopathology from a social work perspective. The implications of various definitions of psychopathology and the uses of diagnostic systems to inform practice policy and to promote social justice are considered.

*Adv Standing MSSW/MSCFT Dual-Degree students do not take 601 & 619 and will need to take additional Human Development courses. See curriculum plan for specific courses and more details. MSCFT students must take 6 graduate-level credit hours in Human Development (see Appendix B for curriculum plans). Please refer to the Responsibility Structure Chart in Appendix K for a detailed list of who to contact in each area of the program.

Foundational Application of Clinical Experience
Supervised clinical experience is necessary to provide students with the opportunity to practice their skills with clients in a clinical setting under the direct supervision of professionally credentialed supervisors. The applied nature of this program mandates the observed performance of students in a real-world context to secure the connection between theory and practice and to mentor the students’ initial steps into professional practice. Students must complete a minimum of (a) 500 client contact hours, of which at least 200 must be relational hours, and (b) 100 hours of MFT relational/systemic supervision from a CFT Program Clinical Supervisor, of which at least 50 must utilize observable/raw data.

Practicum Placements
Numerous placements have been arranged to accommodate student interest and agency needs. The CFT Clinical Director coordinates sites and student placements for MSCFT-only students and collaborates with the Director of Field Education of the Kent School of Social Work to secure practicum sites that provide opportunities to work with clients from a family systems perspective for dual-degree students. Area practicum sites that have been solicited for these purposes include school settings, community agencies, and private practice settings. The process of securing a practicum is coordinated with the CFT Clinical Director and, for dual-degree students, the Field Education Office of the Kent School of Social Work. Students must follow the instructions provided by the Field Education Office for applying for practicum placement in consultation with the CFT Clinical Director.

MSCFT-only students. All MSCFT-only students are placed in social service agencies, private practices, or school-based settings by the CFT Clinical Director as part of their degree requirements. Within these placements, MSCFT-only students abide by the CFT programmatic requirements, as well as the COAMFTE standards while working with individuals, couples, family systems and/or groups. Students receive administrative on-site supervision from a professional designated by the practicum site and receives clinical supervision from a CFT faculty member who is an AAMFT Approved Supervisor or AAMFT Supervisor-In-Training. This arrangement fulfills accreditation requirements for CFT and fosters
a comprehensive experience that provides real-world experience in professional settings. The MSCFT-only student practicum placement process is as follows:

1. The CFT Clinical Director reaches out to and develops relationships with potential practicum sites throughout the year to determine appropriate placement sites per the CFT programmatic needs.

2. Sites that are deemed appropriate and that would like to host a CFT-only student are asked to complete a Clinical Affiliation Agreement that is then signed by the CFT Clinical Director, the Kent School Dean, and University Provost.

3. For rising second-year students, a survey is sent in January of their first year in the program to provide the Advanced Practicum Placement options and allow students to rank their preferences. For incoming students, a survey with Foundation Practicum Placement options is sent in April prior to the first-year students’ first Fall Semester.

4. The Clinical Director utilizes student’s preferences, details about the needs of practicum sites, and the population and settings experiences that each site offers to determine how to match students and practicum sites.

5. Students are requested to provide their most recent resume.

6. A referral is sent to the practicum site with the student copied and their resume attached to the email to make the introduction and request that the student and site conduct an interview.

7. The practicum site reaches out following the interview to confirm the placement and/or to communicate any concerns. The Clinical Director also confirms and checks-in with the student before officially making the placement.

8. Once both the site and the student have confirmed, the site and student are provided with the CFT On-Site Supervisor Agreement Form (Appendix L) from the Clinical Director to be filled out, signed, and returned for the Clinical Director to sign and put on file.

Dual-Degree MSSW/MSCFT students. All dual-degree MSSW/MSCFT students are placed in social service agencies through the Kent School Field Office as part of their dual-degree requirements. Within those placements, MSSW/MSCFT dual-degree students abide by the social work requirements while working with families and also receiving supervision from a CFT faculty member who is an AAMFT Approved Supervisor or an AAMFT Supervisor-In-Training. This arrangement fulfills accreditation requirements for both Social Work and CFT, and fosters the integrated approach that is a hallmark of this program. The dual-degree student practicum placement process is as follows:

1. The CFT Clinical Director meets with the Kent School Field Education Office to review approved dual-degree practicum sites. In this meeting, the team reviews sites that no longer meet the requirements for the CFT Program and reviews potential new sites for the CFT Clinical Director to vet.

2. The Kent School Field Education Office obtains signed Clinical Affiliation Agreements for any new dual-degree sites.

3. The Kent School Field Education Office requests information from dual-degree students about their preferences for practicum placement. For rising second-year students, a survey is typically sent in late Fall or early Spring of their first year in the program to provide the Advanced Practicum Placement options and allow students to rank their preferences. For incoming students, a survey with Foundation Practicum Placement options is typically sent in late Spring prior to the first-year students’ first Fall Semester. Sometimes, this request is followed up by a phone conversation with the student.
4. A representative from the Field Education Office utilizes student’s preferences, details about the needs of practicum sites, and the population and settings experiences that each site offers to determine how to match students and practicum sites.

5. A referral is sent to the practicum site and student to make the introduction and request that the student and site conduct an interview.

6. The practicum site reaches out following the interview to confirm the placement and/or to communicate any concerns. The Clinical Director also confirms and checks-in with the student before officially making the placement.

7. Once both the site and the student have confirmed, the site and student are provided with the instructions to confirm the practicum placement. In addition, the CFT Clinical Director provides a copy of the CFT On-Site Supervisor Agreement Form (Appendix L) to be filled out, signed, and returned for the Clinical Director to sign and put on file.

Support for Practicum Sites. As our program continues to grow and we continue to engage more sites within the community, the CFT Program hosts an orientation for site supervisors at the beginning of the academic year. In this orientation, supervisors have the opportunity to learn the program’s requirements, how to seek assistance from the CFT program, and what supports the student will have within their program. Throughout the semester, the CFT program continues to actively provide support for the student and the practicum site. This happens through the students’ CFT Supervisors who meet weekly with students in group supervision to provide supervision for raw data and case reviews as well as serve as a liaison between the program requirements and the practicum site to be sure that the student is staying on track and advocating for their needs at their practicum site. The first-year CFT Supervisors are encouraged to attend one live session at the student’s practicum site (or via telehealth) during both the Fall and Spring semester midterm weeks to help hone the students’ clinical skills. For MSCFT-only students, the CFT Supervisor along with the CFT Clinical Director also meet with the practicum site supervisors and the student to review the student’s progress on the programs core competencies as part of the midterm check-in. For dual-degree MSSW/MSCFT students, their MSSW faculty liaisons complete mid-term and final check-ins with the students and on-site supervisors and relay any CFT-specific concerns to the CFT Clinical Director to address.

Supervision Coursework
Student progress in supervision is tracked across all supervision courses using the CFT Supervisee Evaluation Form (see Appendix M). SW 721 and 722 constitute the first academic year of supervised CFT clinical experience. MSCFT-only students and those in the first year of a dual-degree MSCFT with Advanced Standing MSSW curriculum plan take SW 721 (Family Therapy Supervision I) and SW 710 (Foundation CFT Practicum I) in conjunction the first semester, and SW 722 (Family Therapy Supervision II) and SW 711 (Foundation CFT Practicum II) in conjunction the second semester. For dual-degree MSCFT/MSSW students, SW 721 (Family Therapy Supervision I) must be taken concurrently with SW 604 (SW Practice I) and SW 610 (Foundation CFT Practicum I), and SW 722 (Family Therapy Supervision II) must be taken concurrently with SW 605 (SW Practice II) and SW 611 (Foundation CFT Practicum II). These experiences introduce the students to practice settings, the supervision process, and working with a variety of clients.

SW 723 (Family Therapy Supervision III), 724 (Family Therapy Supervision IV), and 725 (Family Therapy Supervision V) constitute the advanced year of marriage/couple and family therapy supervision. SW723 is taken in the summer after the first year of CFT coursework. SW 724 and SW 725 (Family Therapy Supervision IV & V) are taken in the second year. MSCFT-only students take SW 723 (Family Therapy Supervision III) and SW 712 (Advanced CFT Practicum I) in conjunction in the summer, SW 724 (Family Therapy Supervision IV) and SW 713 (Advanced CFT Practicum II) in conjunction in fall of the second year, and SW 725 (Family Therapy Supervision V) and SW 714 (Advanced CFT Practicum III) in their final
spring semester. For all dual-degree MSCFT/MSSW students, SW 724 (Family Therapy Supervision IV) must be taken concurrently with SW 702 (Couple Therapy) and SW 612 (Adv CFT Practicum I), and SW 725 (Family Therapy Supervision V) must be taken concurrently with SW 677 (Advanced SW Practice III) and SW 613 (Adv CFT Practicum II) in the spring of the final year. Practicum expectations in the second year are higher, and students are given more responsibilities in their practice settings. Through the Relationship Solutions Clinic—which provides live supervision during their supervision course—and their assigned practicum setting, students engage in family systems assessment, treatment planning, and therapy with a variety of cases.

CFT Supervision
The CFT Program provides comprehensive supervision by faculty who are either AAMFT-Approved Supervisors or AAMFT-Approved Supervisor Candidates. Students receive a combination of three hours of individual and/or group supervision weekly throughout their time in the program. To ensure sufficiency of program clinical supervisor resources, the CFT Program commits to meeting a supervisor-supervisee ratio of 1:8 or less. For the 2021-2022 year, the supervisor-supervisee ratio ranges from 1:6 to 1:7. This small ratio is highly advantageous for students who receive such individualized and personalized attention on their therapeutic skill and style development.

In addition, for all semesters in their advanced (2nd) year, CFT students see clients and receive live supervision as part of the program-run Relationship Solutions Clinic or out of the office of their supervisor. Students see individuals, couples and families as part of these clinics. Clinics are advertised through the live supervisors, social service agencies, local radio spots, flyers in the community, and word-of-mouth.

All audio and video recordings of student/client sessions must be kept confidential. Students will need to transport audio and/or video files from their practicum sites to home and supervision with the utmost care. Students must follow procedures in the Instructions for Video Recording & Storage (Appendix N) for securely storing client recordings. Recordings should be viewed only by the student (or with others bound by the same strict code of confidentiality, such as CFT group supervision classmates) and supervisor. Students should use a consent form provided by the practicum site or the one provided by the CFT Program (see Appendix O) to obtain clients’ written permission for video recording. When cases are closed and/or when work is completed upon graduation, all recordings should be deleted.

Client Contact & Supervision Hours
For each semester of practicum and supervision, there is a targeted number of client contact hours performed within the course of regular practicum assignments. Students must complete a minimum of (a) 500 client contact hours, of which at least 200 must be relational hours, and (b) 100 hours of MFT relational/systemic supervision from a CFT Program Clinical Supervisor, of which at least 50 must utilize observable/raw data. A narrative description of clinical and supervision hours for students is available in Appendix P.

Direct client contact hours are defined as a therapeutic meeting of a therapist and client (individual, relational, or group) occurring in-person synchronously, either physically in the same location or mediated by technology. Assessments may be counted if they are in-person processes that are more than clerical in nature and focus. Also, therapy services delivered through interactive team modalities may provide direct client contact for specific team members who have in-person interaction with the client/system during the sessions. Therapy team members who engage the therapeutic process only behind the mirror may not count the experience as direct client contact. Activates such as telephone contact case planning, observation of therapy, record keeping, trainings, role-playing, travel, administrative activities, consultation with community members or professionals, and/or MFT relational/systemic supervision are not considered direct client contact.
Relational hours refer to a category of direct clinical contact hours in which a clinician delivers therapeutic services with two or more individuals conjointly, who share an ongoing relationship beyond that which occurs in the therapeutic experience itself. Examples include family subsystems; intimate couple subsystems; enduring friendship/community support subsystems; and residential, treatment, or situationally-connected subsystems. Relational hours also may be counted with relational subsystems that include a person whose only available means to participate in the in-person therapeutic meeting is telephonic or electronic (e.g., incarcerated, deployed, or out-of-town subsystem members). Group therapy may be counted as relational hours if those in the group therapy have a relationship outside of (above and beyond) the group itself. Conversely, group therapy sessions of otherwise non-related individuals are not considered as relational hours.

Alternative hours may include such clinical activities that do not fit the description of direct client contact hours yet include clinical work relevant to couple and family therapy. Examples include therapeutic sessions that take place by phone (i.e., not face-to-face using video-assisted technology), acting as a member of a reflecting team during live supervision, psychoeducational groups that are strictly educational (i.e., lecture-based) without involving a therapeutic component, client-centered advocacy with clients or other professionals, and participating in IEPs and/or relevant team meetings without clients present. Students can count 200 alternative hours toward the required 500 client contact hours, and at least 300 client contact hours and 100 relational hours must fit the definition of direct client contact hours provided above.

Supervision hours include MFT relational/systemic supervision from a CFT program clinical supervisor that occurs on a regular and consistent basis while seeing clients. These hours must include the developing of clinical competencies and professional growth of the student as a supervisee, consistent with MFT relational/systemic philosophy, ethics, and practices of the marriage and family therapy profession. Supervision hours are distinguishable from psychotherapy or teaching. These hours may take place in-person or face-to-face virtually. Individual supervision includes one supervisor with one or two supervisees, and group supervision includes one supervisor and eight or fewer supervisees.

Observable data (previously known as raw data) includes audio or video recordings, as well as live observation (behind the mirror, in the room co-therapy, reflecting teams, etc.).

All client contact and supervision hours are to be recorded by the student on the Excel document titled Daily Client Contact Hours Monthly Report Form (see Appendix Q for an example). The CFT Program Coordinator will distribute this spreadsheet to students prior to their starting practicum. This form must be completed, signed, and submitted to the supervisor on a monthly basis throughout the program. The approximate breakdown of hours by semester is as follows:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Direct Client Contact Hours</th>
<th>Relational Hours</th>
<th>Supervision Hours with Observable Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 721</td>
<td>80-90</td>
<td>10</td>
<td>8</td>
</tr>
<tr>
<td>Spring 722</td>
<td>100-110</td>
<td>15</td>
<td>8</td>
</tr>
<tr>
<td>Summer 723</td>
<td>95-105</td>
<td>55</td>
<td>10</td>
</tr>
<tr>
<td>Fall 724</td>
<td>100-110</td>
<td>60</td>
<td>12</td>
</tr>
<tr>
<td>Spring 725</td>
<td>100-110</td>
<td>60</td>
<td>12</td>
</tr>
<tr>
<td>Grand Totals</td>
<td>500</td>
<td>200</td>
<td>50</td>
</tr>
</tbody>
</table>
Tele-Health Policies and Procedures

All students in the MSCFT program will engage content on teletherapy best practices according to the American Association of Marriage and Family Therapy as well as guidance on tele-mental health from National Association of Social Workers in their first semester of their graduate program through their SW 701 - Assessment and Treatment course. In this same course, students will also cover the current state (both for Kentucky where the program is located and nearby Indiana) and federal regulations on the provision of teletherapy. Students may be required by practicum sites to take additional training in Telehealth practices. If this is required, students may request a copy of the curriculum covering Telehealth standards to be provided to the practicum site for review prior to investing in additional training from the CFT Clinical Director.

All students planning to deliver therapy services via tele-mental health (i.e., video or phone) in the Relational Solutions Clinics run by the CFT Program must also sign the Student Acknowledgment of Tele-health Policies Form (Appendix F).

**Group Supervision**

All supervision that covers case presentations and didactic training (i.e., not live supervision) may be conducted via online meetings. All procedures for these meetings, such as which modality to use and timing, are at the discretion of the CFT supervisor. Live group supervision may also be conducted online and the procedure is listed below.

**Live Supervision**

The choice to use tele-health for live supervision should be coordinated with each CFT supervisor. Supervisors should join the call 10 minutes before the client is expected to join. It is the therapist(s) responsibility to inform clients when reflecting team members are present on the call, and clients should be given the opportunity to meet these members if they are interested. Other logistics regarding the call, such as when to de-brief with the student therapist, are at the discretion of the CFT supervisor. In order for the hour of live supervision to count toward raw data for the student log, CFT supervisors will need to be present during the time counted. For example, if a supervisor provides 10-minutes of briefing before a session and observes live for 30 minutes, but then leaves to observe a different session, the student therapists can only count the 40 minutes they were with the supervisor towards their supervision hours.

**Reflecting Teams**

If applicable, reflecting team members should make arrangements to join the call 10 minutes before the client is expected to join. It is the therapist(s) responsibility to inform clients that reflecting team members are present on the call, and clients should be given the opportunity to meet these members if they are interested. If so, reflecting team members should briefly introduce themselves (via video if possible). After introducing themselves or after the client waives the right to meet these members, the reflecting team members should mute their video and microphone for the duration of the session, unless their feedback is being used to reflect back to the client during the session. Otherwise, outside of introductions or reflections, reflecting team members should have their cameras off and their microphones muted.

**All Clients**

When conducting tele-health sessions on behalf of a practicum site, students should follow the procedures put in place by that specific practicum site. Students seeing clients via tele-health at the Relationship Solutions Clinics run by the CFT program should follow the following procedures.

Prior to beginning telehealth sessions. Student therapists should call clients via phone to explain tele-mental health procedures. In the case of co-therapy cases, one student therapist should be designated as the primary therapist who will be the main contact for the client, make phone calls, and set up a HIPAA-
compliant tele-health modality for each session. Students are responsible for explaining the risks and benefits of telehealth to the client. Benefits include flexibility, convenience, and increased accessibility. Risks include lack of direct access to help client manage a crisis; diminished visual field to monitor for traumatic, dissociative and/or volatile reactions; a lowered amount of information to be gathered for a mental status exam (such as client hygiene); and the client’s need to control for privacy and a safe environment to participate in therapy. Students should take care to explain that we attempt to minimize these risks by knowing what location the client is connecting from at the beginning of each session, including a physical address, as well as the client’s phone number that can be used in case of emergency.

**Informed consent and intake paperwork.** After confirming the client is interested in therapy via tele-mental health, students should ask clients to complete their intake packet, which includes an informed consent form. The informed consent form explains the telehealth live supervision process as well as the risks and benefits of telehealth. **IMPORTANT** – During the first tele-mental health session, student therapists should review in detail, point by point, the informed consent documentation to be sure client(s) understand the information. Intake paperwork for the on-campus Relationship Solutions Clinic is kept in a CardBox folder managed by the CFT Clinical Director. Students in this specific clinic will be given access to the folder and can download all intake paperwork in the “RSC Intake Forms” folder. Intake paperwork for the Middletown Relationship Solutions Clinic can be accessed through the CFT Supervisor for that location.

**Procedures.** Video sessions conducted via a HIPAA-compliant modality are the first and primary preferred modality. Telephone sessions may occur as a secondary option based on client needs. Students may conduct tele-mental health sessions from their home or personal office only if they have a private space free from interruptions that will maintain the confidentiality of the client (i.e., no one will be able to overhear statements made by the therapist or the client). If students prefer to conduct sessions from a secure location (i.e., clinic space), they can coordinate a secure location with their CFT Supervisor. Be mindful that video sessions and telephone sessions could be easily recorded by clients and so be cognizant of that as you conduct and navigate sessions. When seeing minors as a primary patient/client, therapists should meet with the consenting guardian during the intake session (a) to collect informed consent and collateral information, (b) to explain boundaries of confidentiality, (c) to communicate the treatment plan and safety plan, if applicable (i.e., especially if measures are needed to make the environment safe or if the minor client as a history of running away or going AWOL).

At the beginning of each session, ask the client to state the full names of all clients present during the session, and these names should be documented in the therapist’s progress note. Student therapists will then ask the client to provide their current location, address, and a contact number, which should also be documented in the progress note. Finally, student therapists should have the client provide the name of an emergency contact who could be contacted if there is a mental or medical emergency during the session.

Student therapists should use the tele-mental health progress note form provided by their CFT Supervisor for each session. This form should be completed in Microsoft Word and saved directly to a client file maintained on the student’s account in CardBox. As a last resort, a copy of this document can be maintained temporarily on your university-issued encrypted flash drive but will need to be moved to CardBox as soon as possible. Client documents should never be saved directly to your personal device.

**Couple and Family Therapy Supervision**

The CFT Program provides comprehensive supervision by faculty who are either AAMFT Approved Supervisors or AAMFT Supervisors-In-Training. Students receive a combination of three hours of individual and group supervision weekly throughout their time in the program, with a minimum of at least one hour of supervision from an AAMFT-Approved Supervisor or Supervisor Candidate per week. In
In order to meet the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE) Standards, group supervision involves a maximum supervisor-to-student ratio of 1:8. This small ratio is highly advantageous for students who receive such individualized and personalized attention on their therapeutic skill and style development.

**Community Mentor in Advanced Year**

In addition to their supervision with CFT Program Clinical Supervisors, the advanced (2nd) year students receive weekly individual supervision from volunteer Licensed Marriage and Family Therapists (known as community mentors) that are also currently practicing in the community. This community mentorship complies with HIPAA and Confidentiality policies of the CFT program and the agencies where student trainees are placed. Before beginning, community mentors must sign an affiliation agreement with the university (Appendix R) and submit a copy of their liability insurance to the CFT Program Coordinator.

Before the fall of their advanced year, the CFT Program Director will match 2nd-year students with a community mentor. Students are instructed to meet with their mentor at least twice a month for the remaining 9 months of their time in the program. Students are expected to (a) contact their mentors to set a regular time and place to meet on a biweekly basis, which is convenient for both/all parties; (b) contact the CFT Administrative Assistant to schedule a room to meet if they will not be meeting at the mentor’s workplace; (c) complete and sign the individual mentorship contract and return it within two weeks of the first mentorship meeting (Appendix R); (d) provide advanced notice to their mentor about planned times when a student is to meet, such as during semester breaks; (e) inform their mentor as soon as possible if they are unable to make a scheduled supervision session due to illness or an emergency; and (f) submit the community mentor log monthly (Appendix S). Community mentor performance is evaluated using the Evaluation of CFT Community Mentor (see Appendix I).

**Cultural Humility**

CFT students are required to attend at least one hour of Cultural Humility training each semester beginning with the fall semester of the Foundation Year. The CFT student can attend the semesterly Kent School CFT Program Cultural Humility workshop or another diversity training of their choosing. After attending the Cultural Humility Workshop or Diversity training, each student will turn in a 1-2 page journal reflection (see Appendix T for guidelines) to their CFT Group Supervisor (due dates may vary). Students must receive a passing grade on their journal to pass their supervision course each semester.

In addition, each semester CFT students are to present a case focusing on cultural competence and should be able to articulate relevant cultural factors when describing a case conceptualization. Students should consider strengths related to clients’ cultural backgrounds and include fitting cultural considerations when creating a treatment plan and implementing interventions. Appropriate self-disclosure should be used when students work cross-culturally with clients.

**Additional Training Opportunities**

Opportunities sometimes arise for additional trainings such as those offered through the Center for Family and Community Well-Being (CFCWB). CFT students are encouraged to participate in these opportunities when possible.
Faculty Expectations of Students

The CFT Faculty hold the following general expectations for CFT students:

1. Students are expected to pursue their graduate work (academic studies and fieldwork) with professionalism. Students are expected to attend all class sessions unless prior approval from the instructor has been given to miss a class session or the student is experiencing an emergency. All assignments should be submitted to the instructor in a timely fashion.

2. When difficulties or questions arise within a class, students should first seek resolutions through direct communication with the instructor or supervisor. If students do not obtain a satisfactory response, they may then pursue their concerns with the Director.

3. Before making any schedule or practicum placement changes, students must discuss these with the CFT Program Director.

4. Students have professional responsibilities to the other students in their cohort. Respectful and collegial interactions are expected and vital to developing the highest levels of individual and collective performance.

5. Students are strongly urged to participate with faculty in conferences and professional presentations throughout their program. Some Kent School and Graduate School monies may be available to assist with these important extracurricular activities.

6. Students are encouraged to provide the faculty regular feedback on their experience in the program to contribute to continuous quality improvement of the program.

7. Students are encouraged to join AAMFT (see below). Students will receive the benefits of being a student member.

Evaluation of Student Progress

Admittance into the program signifies a readiness to embark upon all requisite educational experiences in the pursuit of a career as a marriage/couple and family therapist. Performances in courses and in field practicums is assessed, and feedback is provided both informally and formally through written narratives and grades. Student progress throughout the program is also assessed using the Student Progress Form (Appendix A). The CFT Program subscribes to the Kent School policy on handling those situations in which a student receives a grade of "C" or lower in any course. (For more information consult the Kent School MSSW Student Catalog under "Academic Performance Policies.") Practicum performance is evaluated using the Confidential Evaluation of Practicum Site & Experience (see Appendix H).

CFT Program Academic Review & Dismissal Policy

The CFT Faculty may dismiss a student from the CFT Program due to the following:

- Behavior that is in violation of the AAMFT Code of Ethics or legal mandates and requirements
- Behavior that is in violation of the University of Louisville Code of Student Conduct
• Failure to demonstrate adequate progress in the development of clinical skills as evidenced by
  o Failure to achieve a rating of at least “2” in all areas of the CFT Practicum Evaluation form by the end of the first academic year culminating in SW 722
  o Failure to achieve a rating of at least “4” in all areas of the CFT Practicum Evaluation by the end of SW 724
• Continued demonstration, despite multiple warnings in writing, of unprofessional behavior, such as multiple unexcused absences or extreme unexcused tardiness for multiple classes
• Maintaining a GPA of less than 2.5 for multiple semesters

Depending on the gravity of the infraction, the Academic Review and Dismissal process will likely include:

• Initial warning in writing of problematic behavior
• If the behavior is not corrected, an Academic Review involving the Faculty Member and two other Faculty Members, followed by a written remediation plan forwarded to the CFT Program Director, as well as the MSSW Program Director for Dual Degree MSSW/MSCFT students
• If the behavior is not corrected, a second Academic Review with 3 Faculty Members who will decide whether the student will be put on probation for one semester or dismissed immediately
• If the behavior continues after the second Academic Review, immediate Dismissal

The CFT Faculty reserve the right to alter this process depending on the nature of the infraction.

CFT Program Leave of Absence Policy

A student in good standing who wishes to interrupt their university program may request a leave of absence for up to one year. A student may request a maximum of two leaves of absence. Leaves must be approved by the Program Director and Associate Dean. A student who does not enroll at the end of the approved leave period will be administratively withdrawn from the university by the Registrar. If the student later decides to return to the university, it will be necessary to re-apply for admission.

American Association of Marriage & Family Therapy

The American Association for Marriage and Family Therapy (AAMFT) is an organization dedicated to the profession of Marriage and Family Therapy (MFT). Membership in this organization allows MFTs to network with other professionals worldwide, to attend and participate in the Annual Conference, obtain a subscription to the organization's journal (one of the premiere MFT journals) and the organization's monthly magazine. We encourage our students to join AAMFT as student members to take advantage of these professional benefits for a reasonable fee. Complete information about AAMFT is available at www.aamft.org.
Commission on Accreditation for Marriage & Family Therapy Education

The Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE) of AAMFT is the body responsible for making decisions about accrediting C/MFT programs. The process of accreditation assures that a program meets established professional standards in educating practitioners. A program's curriculum, clinical experience, faculty, leadership, and supervision components are key elements in evaluating a program's suitability for accreditation.

The MSSW-CFT Program within the Kent School of Social Work at the University of Louisville is accredited with COAMFTE of the American Association for Marriage and Family Therapy, 112 South Alfred Street, Alexandria, VA 22314, (703) 838-9805. Accreditation is effective through 2022.

Academic Calendar

To see current and future academic calendars refer to the following website: http://louisville.edu/calendars/academic/undergrad-grad.

Liability Insurance

Proof of student liability insurance is required of all Kent School students prior to the start of their practicum. This requirement applies equally to students doing an on-job practicum the same as it applies to students in a different placement.

For Dual-Degree MSSW/MSCFT students: It is strongly recommended that students apply for both NASW membership and liability insurance by August 1st, so your protection will be in effect and continue throughout the entire period of the practicum. Students may obtain student liability insurance from any insurance company of their own choosing. However, obtaining student liability insurance through the NASW Assurance Trust is recommended as their rates are significantly favorable for students. Students must first join the NASW to be eligible for the student liability coverage. There are additional benefits for NASW membership. Instructions for signing up for NASW and insurance were provided in the MSSW practicum update emails sent out by the Field Office.

For MSCFT-only students: You will need to sign up for a student membership of AAMFT, which will provide free student liability insurance. Membership also comes with many additional benefits, such as access to educational videos and trainings. To apply, go to www.aamft.org/join and click “Join, Renew, or Upgrade Today!” If you do not have an existing AAMFT account, click Create a new account once you get to the sign-in page. Fill out the application. Then click finish which will take you to a screen with the total mandatory dues amount. Click next to join optional engagement programs. Click next. You will then see a $25.00 application processing fee. Click next. You will see an itemized list of charges. Click Add to Cart. The total should include the national dues ($75) and any additional engagement programs you selected.

Tuition Refunds

For questions regarding refund deadlines, please contact the Registrar's Office at regoff@louisville.edu or 502-852-6522.
Student Resources

The university has a wide range of services available to students. We encourage students to visit each department’s webpage for the most up-to-date details and contact information. Some frequently accessed services include the following (hyperlinks work in the PDF version):

- Student Resources
- COVID-19 Resources for Grad Students
- CFT Scholarships
- Disability Resource Center (DRC)
- Multicultural Assoc of Graduate Students (MAGS)
- LGBT Services
- Office of Diversity & Equity
- UofL Counseling Center
- UofL PEACC Center
- Office of Student Activities
- PLAN Professional Development
- Financial Aid Office
- Veterans & Military Services
- Writing Center
- University Career Center
- Parking Office
- UofL Campus Store
- UofL Libraries
- UofL Cultural Center
- UofL Student Advocate
- UofL Concern Center
- Registrar’s Office
- International Center
- Student Health and Insurance
- Graduate Student Life
- Information Technology Services
  - Blackboard
  - Email
  - Passwords
  - Office 365 (FREE)
  - Adobe (FREE)
  - Printing
  - ULINK

If a student is seeking a resource and unable to locate information, students are encouraged to reach out to the CFT Program Coordinator at 502/852-0383 or the Graduate School at 502/852-6495. The Graduate School webpage is an excellent resource as well, go to https://louisville.edu/graduate/ or http://louisville.edu/graduate/current-students

Additional information can be found at http://louisville.edu/. Just click on “Students” then choose from the drop down box “Resources.” See image below:
Student Grievance Procedures

Grievance procedures for all university students are published on the following website: [http://louisville.edu/dos/help/studentgrievance](http://louisville.edu/dos/help/studentgrievance).

Disability Statement

The University of Louisville is committed to providing access to programs and services for qualified students with disabilities. If you are a student with a disability and require accommodation to participate and complete requirements for this class, notify the course instructor immediately and contact the Disability Resource Center (Stevenson Hall, 502-852-6938) for verification of eligibility and determination of specific accommodations.

Title IX/Clery Act Notification

Sexual misconduct (including sexual harassment, sexual assault, and any other nonconsensual behavior of a sexual nature) and sex discrimination violate University policies. Students experiencing such behavior may obtain confidential support from the PEACC Program (852-2663), Counseling Center (852-6585), and Campus Health Services (852-6479). To report sexual misconduct or sex discrimination, contact the Dean of Students (852-5787) or University of Louisville Police (852-6111).

Disclosure to University faculty or instructors of sexual misconduct, domestic violence, dating violence, or sex discrimination occurring on campus, in a University-sponsored program, or involving a campus visitor or University student or employee (whether current or former) is not confidential under Title IX. Faculty and instructors must forward such reports, including names and circumstances, to the University’s Title IX officer.

Dean of Students Office

The Dean of Students Office provides a variety of services in support of students, including student non-academic grievance services, RSO funding, student conduct services, crisis assistance, extended
absence notifications, SGA advising, and other programs. To access services at the Dean of Students Office call 852-5787 or visit http://louisville.edu/dos.

Confidentiality of Student Records

All student records are kept in the offices of the CFT Program in locked file cabinets. Only the CFT Director, CFT Program Coordinator, and the Kent School Dean's office have access to admissions materials, transcripts, and class enrollments that are stored in university computer files. Additional CFT Program Faculty are given access to these files on an as needed basis only, such as when they are preparing for applicant interviews during the admission process. Once interviews are complete, CFT Program Faculty no longer have access to admission materials. Students’ progress in the program is tracked within their student files, which are stored in locked file cabinets to which only the CFT Program Director and CFT Program Coordinator have access. When an academic review of progress is required, faculty and administrative representatives designated to review the student will be given temporary access to that student's records. Access to these records is terminated once the academic review is complete.

Preparing for Life After Graduation

Record Keeping

During their time in the program, it is critical that each student keep accurate and complete records of their academic progress, and client contact, and supervision hours. For the purposes of obtaining licensure, professional memberships, and employment, we strongly recommend that students keep copies of the course syllabi, all client and supervision logs and totals, certificates of attendance and participation at workshops and conferences, transcripts, and letters of recommendations. We recommend keeping these records throughout one's career as criteria for credentials vary over time and between locations.

Alumni

As alumni, students are an important part of the CFT program. Alumni are invited to continue their involvement in a variety of ways, including providing input to the CFT Program, speaking with prospective students, networking with current students, and helping to raise funds for student scholarships. Graduates who seek to remain consistently involved with program activities are invited to join the CFT Alumni Council. In addition, every year the CFT program contacts Alumni who have graduated within the past 7-10 years to collect data on COAMFTE required data for annual report, including MFT exam passage, licensure, and work settings. The CFT Program sends Alumni an electronic survey and these data, once returned, are aggregated and reported to COAMFTE. For these reasons, the CFT Program staff periodically contact alumni to maintain a current set of their contact information including current address, phone, e-mail address, and in some cases Facebook ID, so that the CFT Program can stay in touch as needed.

Please visit our CFT Facebook page at https://www.facebook.com/LouisvilleCFT/ and the Kent School Facebook page at https://www.facebook.com/KentSchoolOfSocialWork/.

Employment

The faculty is most willing to assist students with finding suitable employment. Participation in local, state, and national conferences and meetings throughout the program provides numerous opportunities for students to network with professionals who may be instrumental in locating employment upon graduation.
AAMFT Membership after Graduation

When student membership in AAMFT has expired, students may maintain their membership by applying for Pre-Clinical Fellow status. This is the membership for those who have completed graduate studies and are under approved supervision. Upon completion of 1000 hours of client contact and 200 hours of concurrent and approved supervision, post degree, one may apply for Clinical Fellow status. For more information, please Visit: [https://www.aamft.org/](https://www.aamft.org/)

Licensure

After students graduate, they will still need at least two years of supervised practice before obtaining licensure as a Licensed Marriage and Family Therapist. For graduates seeking licensure in the state of Kentucky, after receiving their masters degree, they may apply to the state licensing board for Marriage and Family Therapy Associate status. This means that they have completed their graduate studies and are working under supervision of a Board-Approved Supervisor. Marriage and Family Therapy Associates are eligible to take the state licensing examination and must document 1000 client contact hours concurrent with 200 hours of supervision with a Board-Approved Supervisor to become fully licensed as Licensed Marriage and Family Therapist in Kentucky. For the most updated information and procedures for Kentucky licensure, please refer to: [http://mft.ky.gov/Pages/default.aspx](http://mft.ky.gov/Pages/default.aspx).

Licensure requirements differ by state. See Appendix T for chart of MFT Licensure requirements by state. Please refer to this chart as soon as possible, and throughout your matriculation in the program, to maximize the likelihood that you can fulfill all educational requirements for licensure in your preferred state during the masters program.

Frequently Asked Questions (FAQs)

**Can I enroll in the Dual Degree MSSW/MSCFT Program after I have already begun my Kent School masters program?**

You can apply for the MSSW/MSCFT Program if you are in your first year of the three-year MSSW track and apply during that first year.

For the most part it is not possible to add the CFT Program if you have already begun a full-time two-year MSSW curriculum plan. However, it may be possible in certain circumstances for two-year track students to enter the CFT Program, but it will require additional time and an alternate curriculum plan. The decision to make an alternate MSSW/MSCFT curriculum plan available to a student will be up to the CFT faculty.

**After I graduate with my Masters in Couple and Family Therapy, what more will I need to do in order to receive a Kentucky license in MFT?**

By graduating from this program, you have completed all the courses required by the Commonwealth of Kentucky for licensure in MFT. After graduating, you will need 1000 supervised client contact hours and receive 200 hours of supervision (50 of which must be on raw data) over a period of at least two years to be eligible to take the state licensure examination and to become a Clinical Fellow of AAMFT.
If I will be an Advanced Standing MSSW student in the Kent School, can I apply for the Dual Degree MSSW/MSCFT Program?

YES – but you can't complete the Dual Degree in one year. The MSCFT Program requires a minimum of two years to complete.

If you have a BSW and have been admitted to the 30-hour Advanced Standing MSSW program, you can apply to the MSCFT program. If admitted to CFT you can complete both degrees in two years by following the Advanced Standing MSSW with MSCFT Dual Degree curriculum plan. Along with the required courses, you would have a CFT Foundation practicum the first year and a dual CFT & SW Advanced Practicum the second year.
APPENDIX A – Student Progress Form

Couple and Family Therapy Program
Kent School of Social Work

Student Progress Form

Name: __________________________                  Semester Started: _________________

(√ = Completed)

Grade of B or better on SW701 Ethical Decision-Making paper       ____

Grade of B or better on SW701 Case Formulation and Treatment Plan   ____

Score of 3 or better in all 12 categories of CFT practice in SW722     ____

Grade of B or better on CFT Integration Theory of Change paper in SW704   ____

Grade of B or better on CFT Professional Preparation portfolio in SW705   ____

Score of 5 in all 12 categories of CFT practice in SW725        ____

Accumulation of 500 clinical contact hours                   ____

Accumulation of 200 relational clinical contact hours           ____

Accumulation of 50 supervision hours utilizing observable data  ____

Graduation Date: ___________

Beginning with Fall 2021 Cohort
Note. All B grades must be a B or higher. B- does not count.
Appendix B – Curriculum Plans

### MSCFT Curriculum Plan (2-year, Full-time, MSCFT-Only) – 60 Hours

The 2-year program is for students who are able to carry a rigorous academic course load and are able to make financial arrangements that will allow them to focus on their academic obligations without working more than part-time.

**IMPORTANT:** This curriculum plan beings in the FALL SEMESTER and must be followed carefully.

<table>
<thead>
<tr>
<th>Fall (Year 1) Foundation Year</th>
<th>Spring (Year 1) Foundation Year</th>
<th>Summer (Between Year 1 &amp; 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>601 – HBSE I (3)</td>
<td>619 – HBSE II (3)</td>
<td>603 – Social Justice Practice (3) (or fall)</td>
</tr>
<tr>
<td>603 – Social Justice Practice (3) (or summer)</td>
<td>626 – Research Methodology &amp; Design (3) (or summer)</td>
<td>626 – Research Methodology &amp; Design (3) (or spring)</td>
</tr>
<tr>
<td>700 – Foundations of FT: Theory &amp; Practice (3)</td>
<td>633 – Human Sexuality (3) (or Advanced Year)</td>
<td>712 – Adv CFT Practicum I (2)</td>
</tr>
<tr>
<td>701 – FT Assessment &amp; Treatment I (3)</td>
<td>706 – Foundations of FT: Theory &amp; Practice II (3)</td>
<td>723 – FT Supervision III (3)</td>
</tr>
<tr>
<td>710 – Fdn CFT Practicum I (1)</td>
<td>711 – Fdn CFT Practicum II (1)</td>
<td>10, 13, or 16 credit hours</td>
</tr>
<tr>
<td>721 – FT Supervision I (3)</td>
<td>722 – FT Supervision II (3)</td>
<td>5, 8, or 11 credit hours</td>
</tr>
</tbody>
</table>

13 or **16** credit hours

<table>
<thead>
<tr>
<th>Fall (Year 2) Advanced Year</th>
<th>Spring (Year 2) Advanced Year</th>
<th>Graduation</th>
</tr>
</thead>
<tbody>
<tr>
<td>642 – Psychopathology (3)</td>
<td>633 – Human Sexuality (3) (or in foundation year)</td>
<td>Graduation in May</td>
</tr>
<tr>
<td>702 – Couple Therapy (3)</td>
<td>704 – Integrating FT (3)</td>
<td>This program of study fulfills all degree requirements for the MSCFT Program.</td>
</tr>
<tr>
<td>703 – Contemporary Issues in FT (3)</td>
<td>705 – Professional Issues &amp; Ethics (3)</td>
<td><strong>Upon completion:</strong> Apply for Associate MFT Licensure</td>
</tr>
<tr>
<td>713 – Adv CFT Practicum II (1)</td>
<td>714 – Adv CFT Practicum III (3)</td>
<td></td>
</tr>
<tr>
<td>724 – FT Supervision IV (3)</td>
<td>725 – FT Supervision V (3)</td>
<td></td>
</tr>
</tbody>
</table>

10 or **13** credit hours

10 or **13** credit hours

**Note:** Fdn = Foundation year; Adv = Advanced Year; **Underline** = recommended option; *Italics* = additional option.

Last Reviewed: July 2021
M.S. Couple & Family Therapy Program
University of Louisville – Kent School of Social Work
MSCFT Curriculum Plan with Alcohol & Drug Counseling (ADC) Specialization
(2-year, Full-time, MSCFT-Only) – 60 Hours + 9 Additional Hours

The 2-year program is for students who are able to carry a rigorous academic course load and are able to make financial arrangements that will allow them to focus on their academic obligations without working more than part-time. The Advanced Year (Year 2) Practicum must be a combined CFT & ADCS placement.

**IMPORTANT:** This curriculum plan begins in the FALL SEMESTER and must be followed carefully. Students must request admission to the ADC Specialization via the Specialization Survey during application to the MSCFT Program.

<table>
<thead>
<tr>
<th>Fall (Year 1) Foundation Year</th>
<th>Spring (Year 1) Foundation Year</th>
<th>Summer (Between Year 1 &amp; 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>601 – HBSE I (3)</td>
<td>619 – HBSE II (3)</td>
<td>603 – Social Justice Practice (3)</td>
</tr>
<tr>
<td>700 – Foundations of FT: Theory &amp; Practice (3)</td>
<td>626 – Research Methodology &amp; Design (3) (or summer)</td>
<td>626 – Research Methodology &amp; Design (3) (or spring)</td>
</tr>
<tr>
<td>701 – FT Assessment &amp; Treatment I (3)</td>
<td>706 – Foundations of FT: Theory &amp; Practice II (3)</td>
<td>712 – Adv CFT Practicum I (2)</td>
</tr>
<tr>
<td>710 – Fdn CFT Practicum I (1)</td>
<td>711 – Fdn CFT Practicum II (1)</td>
<td>723 – FT Supervision III (3)</td>
</tr>
<tr>
<td>721 – FT Supervision I (3)</td>
<td>722 – FT Supervision II (3)</td>
<td></td>
</tr>
<tr>
<td>622 – Substance Use &amp; Substance Use Disorders (3)</td>
<td>661 – Special Issues in ADC (3)</td>
<td></td>
</tr>
<tr>
<td><strong>16</strong> credit hours</td>
<td><strong>13 or 16</strong> credit hours</td>
<td><strong>8 or 11</strong> credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall (Year 2) Advanced Year</th>
<th>Spring (Year 2) Advanced Year</th>
<th>Graduation</th>
</tr>
</thead>
<tbody>
<tr>
<td>642 – Psychopathology (3)</td>
<td>633 – Human Sexuality (3)</td>
<td>Graduation in May</td>
</tr>
<tr>
<td>702 – Couple Therapy (3)</td>
<td>704 – Integrating FT (3)</td>
<td>This program of study fulfills all degree requirements for the MSCFT Program.</td>
</tr>
<tr>
<td>703 – Contemporary Issues in FT (3)</td>
<td>705 – Professional Issues &amp; Ethics (3)</td>
<td>Upon completion: Apply for Associate MFT Licensure</td>
</tr>
<tr>
<td>713 – Adv CFT Practicum II (1)</td>
<td>714 – Adv CFT Practicum III (3)</td>
<td></td>
</tr>
<tr>
<td>724 – FT Supervision IV (3)</td>
<td>725 – FT Supervision V (3)</td>
<td></td>
</tr>
<tr>
<td>660 – Motivation &amp; Change (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>16</strong> credit hours</td>
<td><strong>13</strong> credit hours</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Fdn = Foundation year; Adv = Advanced Year; Underline = recommended option; Italic = additional option; **Bold** = ADC additions to MSCFT curriculum.

Last Reviewed: July 2021
M.S. Couple & Family Therapy Program
University of Louisville – Kent School of Social Work
The 2-year program is for students who are able to carry a rigorous academic course load and are able to make financial arrangements that will allow them to focus on their academic obligations without working more than part-time.

**IMPORTANT:** This curriculum plan begins in the FALL SEMESTER and is 5 semesters full-time. The plan must be followed carefully.

### Dual-Degree MSSW-MSCFT Curriculum Plan
(2-year, Full-time, MSSW-MSCFT) – 84 Hours

<table>
<thead>
<tr>
<th>Fall (Year 1) Foundation Year</th>
<th>Spring (Year 1) Foundation Year</th>
<th>Summer (Between Year 1 &amp; 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>601 – HBSE I (3)</td>
<td>602 – Social Welfare Institutions, Policies &amp; Services (3)</td>
<td>603 – Social Justice Practice (3)</td>
</tr>
<tr>
<td>604 – SW Practice I (3)*</td>
<td>605 – SW Practice II (3)*</td>
<td>622 – Issues in Policy &amp; Service Delivery (3)</td>
</tr>
<tr>
<td>610 – Fdn SW/CFT Practicum I (3)*</td>
<td>611 – Fdn SW/CFT Practicum II (3)*</td>
<td>626 – Research Methodology &amp; Design (3)</td>
</tr>
<tr>
<td>700 – Foundations of FT: Theory &amp; Practice (3)</td>
<td>706 – Foundations of FT: Theory &amp; Practice II (3)</td>
<td>641 – Social Justice Policy (3) (or fall)</td>
</tr>
<tr>
<td>701 – FT Assessment &amp; Treatment I (3)</td>
<td>722 – FT Supervision II (3)*</td>
<td>723 – FT Supervision III (3)</td>
</tr>
<tr>
<td>721 – FT Supervision I (3)*</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>18 credit hours</strong></td>
<td><strong>18 credit hours</strong></td>
<td><strong>12 or 15 credit hours</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall (Year 2) Advanced Year</th>
<th>Spring (Year 2) Advanced Year</th>
<th>Graduation</th>
</tr>
</thead>
<tbody>
<tr>
<td>612 – Adv SW/CFT Practicum I (3) †</td>
<td>613 – Adv SW/CFT Practicum II (3) †</td>
<td>Graduation in May</td>
</tr>
<tr>
<td>641 – Social Justice Policy (3) (or summer)</td>
<td>642 – Psychopathology (3)</td>
<td>This program of study fulfills all degree requirements for the MSSW and MSCFT Programs.</td>
</tr>
<tr>
<td>668 – Advanced Research (3)</td>
<td>677 – Mezzo/Integrative Practice (3) †</td>
<td><strong>Upon completion:</strong> Apply for Associate MFT Licensure</td>
</tr>
<tr>
<td>702 – Couple Therapy (3) †</td>
<td>704 – Integrating FT (3)</td>
<td></td>
</tr>
<tr>
<td>703 – Contemporary Issues in FT (3)</td>
<td>705 – Professional Issues &amp; Ethics (3)</td>
<td></td>
</tr>
<tr>
<td>724 – FT Supervision IV (3) †</td>
<td>725 – FT Supervision V (3) †</td>
<td></td>
</tr>
<tr>
<td><strong>15 or 18 credit hours</strong></td>
<td><strong>18 credit hours</strong></td>
<td></td>
</tr>
</tbody>
</table>

* SW 604, SW 610, & SW 721 (Fall) and SW 605, SW 611, & SW 722 (Spring) must be taken simultaneously.
† SW 702, SW 612, and SW 724 (Fall) and SW 677, SW 613, & SW 725 (Spring) must be taken simultaneously.

**Note:** Fdn = Foundation year; Adv = Advanced Year; Underline = recommended option; Italics = additional option. Also, SW 721 has been approved to replace SW 640 in the typical MSSW Curriculum for MSSW-MSCFT Dual-Degree Students.

**OPTIONAL:** Although a human sexuality course is not required, any students planning to move out of state are encouraged to look at LMFT licensure requirements for states to which they may move to decide whether it is in their best interest to take a human sexuality course as well.

**When applying to the dual-degree MSSW/MSCFT 2-year plan, students should apply to the MSSW Program and the MSCFT Programs simultaneously.**

Last Reviewed: July 2021
M.S. Couple & Family Therapy Program
University of Louisville – Kent School of Social Work
# Dual-Degree MSSW-MSCFT Curriculum Plan
(3-year, Fall Start, MSSW-MSCFT) – 84 Hours

The 3-year MSSW-MSCFT Program option allows a student to complete some of their foundational social work courses and continue to work before beginning their CFT coursework. However, the course load becomes increased each year, and therefore, in the 2nd and especially the 3rd years, it would be very difficult to maintain anything more than part-time work.

**IMPORTANT:** If applying to the MSSW 3-year plan, students may apply to the MSCFT degree simultaneously with the MSSW program, or they may wait until December of their 1st year to apply to the MSCFT program. Please watch MSCFT application deadlines closely. This curriculum plan begins in the FALL SEMESTER.

### Fall (Year 1) Pre-CFT
- 601 – HBSE I (3)
- 602 – Social Welfare Institutions, Policies & Services (3)
- 603 – Social Justice Practice (3)
- 9 credit hours

### Spring (Year 1) Pre-CFT
- 619 – HBSE II (3)
- 622 – Issues in Policy & Service Delivery (3)
- 626 – Research Methodology & Design (3) (or summer)
- 6 or 9 credit hours

### Summer (Between Year 1 & 2)
- 626 – Research Methodology & Design (3) (or spring or following summer)
- 0 or 3 credit hours

### Fall (Year 2) Foundation Year
- 604 – SW Practice I (3)*
- 610 – Fdn SW/CFT Practicum I (3)*
- 700 – Foundations of FT: Theory & Practice (3)
- 701 – FT Assessment & Treatment I (3)
- 721 – FT Supervision I (3)*
- 15 credit hours

### Spring (Year 2) Foundation Year
- 605 – SW Practice II (3)*
- 611 – Fdn SW/CFT Practicum II (3)*
- 706 – Foundations of FT: Theory & Practice II (3)
- 722 – FT Supervision II (3)*
- 12 credit hours

### Summer (Between Year 2 & 3)
- 626 – Research Methodology & Design (3) (or spring or prior summer)
- 641 – Social Justice Policy (3) (or fall)
- 723 – FT Supervision III (3)
- 3, 6, or 9 credit hours

### Fall (Year 3) Advanced Year
- 612 – Adv SW/CFT Practicum I (3) †
- 641 – Social Justice Policy (3) (or summer)
- 668 – Advanced Research (3)
- 702 – Couple Therapy (3) †
- 703 – Contemporary Issues in FT (3)
- 724 – FT Supervision IV (3) †
- 15 or 18 credit hours

### Spring (Year 3) Advanced Year
- 613 – Adv SW/CFT Practicum II (3) †
- 642 – Psychopathology (3)
- 677 – Mezzo/Integrative Practice (3) †
- 704 – Integrating FT (3)
- 705 – Professional Issues & Ethics (3)
- 725 – FT Supervision V (3) †
- 18 credit hours

### Graduation
- Graduation in May
- This program of study fulfills all degree requirements for the MSSW and MSCFT Programs.

**Upon completion:** Apply for Associate MFT Licensure

---

* SW 604, SW 610, & SW 721 (Fall) and SW 605, SW 611, & SW 722 (Spring) must be taken simultaneously.
† SW 702, SW 612, and SW 724 (Fall) and SW 677, SW 613, & SW 725 (Spring) must be taken simultaneously.

**Note:** Fdn = Foundation year; Adv = Advanced Year; Underline = recommended option; Italics = additional option. Also, SW 721 has been approved to replace SW 640 in the typical MSSW Curriculum for MSSW-MSCFT Dual-Degree Students.

**OPTIONAL:** Although a human sexuality course is not required, any students planning to move out of state are encouraged to look at LMFT licensure requirements for states to which they may move to decide whether it is in their best interest to take a human sexuality course as well.

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Last Reviewed: July 2021
M.S. Couple & Family Therapy Program
University of Louisville – Kent School of Social Work
**Dual-Degree MSCFT with Advanced Standing MSSW Curriculum Plan**  
**(2-year, Full-time, MSSW-MSCFT) – 62 Hours**

The 2-year program is for students who earned a BSW from an approved institution that allows for reduced MSSW coursework, who are able to carry a rigorous academic course load, and who are able to make financial arrangements that will allow them to focus on their academic obligations without working more than part-time.

**IMPORTANT:** This curriculum plan begins in the FALL SEMESTER and must be followed carefully.

<table>
<thead>
<tr>
<th>Fall (Year 1) Foundation Year</th>
<th>Spring (Year 1) Foundation Year</th>
<th>Summer (Between Year 1 &amp; 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>681 – Social Gerontology (3) ^</td>
<td>633 – Human Sexuality (3) ^</td>
<td>723 – FT Supervision III (3)</td>
</tr>
<tr>
<td>700 – Foundations of FT: Theory &amp; Practice (3)</td>
<td>706 – Foundations of FT: Theory &amp; Practice II (3)</td>
<td></td>
</tr>
<tr>
<td>701 – FT Assessment &amp; Treatment I (3)</td>
<td>711 – Fdn CFT Practicum II (3)</td>
<td></td>
</tr>
<tr>
<td>710 – Fdn CFT Practicum I (1)</td>
<td>722 – FT Supervision II (3)*</td>
<td></td>
</tr>
<tr>
<td>721 – FT Supervision I (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>13 credit hours</strong></td>
<td><strong>10 credit hours</strong></td>
<td><strong>3 credit hours</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall (Year 2) Advanced Year</th>
<th>Spring (Year 2) Advanced Year</th>
<th>Graduation</th>
</tr>
</thead>
<tbody>
<tr>
<td>612 – Adv SW/CFT Practicum I (3) †</td>
<td>613 – Adv SW/CFT Practicum II (3) †</td>
<td>Graduation in May</td>
</tr>
<tr>
<td>641 – Social Justice Policy (3) (or summer)</td>
<td>642 – Psychopathology (3)</td>
<td>This program of study fulfills all degree requirements for the MSSW Advanced Standing Program and MSCFT Programs.</td>
</tr>
<tr>
<td>668 – Advanced Research (3)</td>
<td>677 – Mezzo/Integrative Practice (3) †</td>
<td><strong>Upon completion:</strong> Apply for Associate MFT Licensure</td>
</tr>
<tr>
<td>702 – Couple Therapy (3) †</td>
<td>704 – Integrating FT (3)</td>
<td></td>
</tr>
<tr>
<td>703 – Contemporary Issues in FT (3)</td>
<td>705 – Professional Issues &amp; Ethics (3)</td>
<td></td>
</tr>
<tr>
<td>724 – FT Supervision IV (3) †</td>
<td>725 – FT Supervision V (3) †</td>
<td></td>
</tr>
<tr>
<td><strong>18 credit hours</strong></td>
<td><strong>18 credit hours</strong></td>
<td></td>
</tr>
</tbody>
</table>

^ If either Social Gerontology or Human Sexuality were taken in the BSW program, then a different human development course must be taken. Other options are (a) Social Work Practice with Older Adults or (b) Death & Grief. Students are also free to petition to take a human development course in another department with prior approval from the CFT Program Director.

† SW 702, SW 612, and SW 724 (Fall) and SW 677, SW 613, & SW 725 (Spring) must be taken simultaneously.

Note: Fdn = Foundation year; Adv = Advanced Year; Also, SW 721 has been approved to replace SW 640 in the typical MSSW Curriculum for MSSW-MSCFT Dual-Degree Students.

**OPTIONAL:** Although a human sexuality course is not required, any students planning to move out of state are encouraged to look at LMFT licensure requirements for states to which they may move to decide whether it is in their best interest to take a human sexuality course as well.

Last Reviewed: July 2021  
M.S. Couple & Family Therapy Program  
University of Louisville – Kent School of Social Work
The 3-year MSSW-MSCFT Program option allows a student to complete some of their foundational social work courses and continue to work before beginning their CFT coursework. However, the course load becomes increased each year, and therefore, in the 2nd and especially the 3rd years, it would be very difficult to maintain anything more than part-time work.

IMPORTANT: If applying to the MSSW 3-year plan, students may apply to the MSCFT degree simultaneously with the MSSW program, or they may wait until December of their 1st year to apply to the MSCFT program. Please watch MSCFT application deadlines closely. Also, this curriculum plan beings in the SPRING SEMESTER and must be followed carefully.

### Spring (Year 1) Pre-CFT
- 601 – HBSE I (3)
- 602 – Social Welfare Institutions, Policies & Services (3)
- 626 – Research Methodology & Design (3) (or summer)

6 or 9 credit hours

### Summer (Between Year 1 & 2)
- 603 – Social Justice Practice (3)
- 619 – HBSE II (3)
- 622 – Issues in Policy & Service Delivery (3)

9 credit hours

### Fall (Year 2) Foundation Year
- 604 – SW Practice I (3)*
- 610 – Fdn SW/CFT Practicum I (3)*
- 700 – Foundations of FT: Theory & Practice (3)
- 701 – FT Assessment & Treatment I (3)
- 721 – FT Supervision I (3)*

15 credit hours

### Spring (Year 2) Foundation Year
- 605 – SW Practice II (3)*
- 611 – Fdn SW/CFT Practicum II (3)*
- 706 – Foundations of FT: Theory & Practice II (3)
- 722 – FT Supervision II (3)*

12 credit hours

### Summer (Between Year 2 & 3)
- 626 – Research Methodology & Design (3) (or spring)
- 641 – Social Justice Policy (3) (or fall)
- 723 – FT Supervision III (3)

3, 6, or 9 credit hours

### Fall (Year 3) Advanced Year
- 612 – Adv SW/CFT Practicum I (3)†
- 641 – Social Justice Policy (3) (or summer)
- 668 – Advanced Research (3)
- 702 – Couple Therapy (3)†
- 703 – Contemporary Issues in FT (3)
- 724 – FT Supervision IV (3)†

15 or 18 credit hours

### Spring (Year 3) Advanced Year
- 613 – Adv SW/CFT Practicum II (3)†
- 642 – Psychopathology (3)
- 677 – Mezzo/Integrative Practice (3)†
- 704 – Integrating FT (3)
- 705 – Professional Issues & Ethics (3)
- 725 – FT Supervision V (3)†

18 credit hours

Graduation in May

This program of study fulfills all degree requirements for the MSSW and MSCFT Programs.

Upon completion: Apply for Associate MFT Licensure

* SW 604, SW 610, & SW 721 (Fall) and SW 605, SW 611, & SW 722 (Spring) must be taken simultaneously.
† SW 702, SW 612, and SW 724 (Fall) and SW 677, SW 613, & SW 725 (Spring) must be taken simultaneously.

Note: Fdn = Foundation year; Adv = Advanced Year; Underline = recommended option; Italic = additional option. Also, SW 721 has been approved to replace SW 640 in the typical MSSW Curriculum for MSSW-MSCFT Dual-Degree Students.

**OPTIONAL:** Although a human sexuality course is not required, any students planning to move out of state are encouraged to look at LMFT licensure requirements for states to which they may move to decide whether it is in their best interest to take a human sexuality course as well.

Last Reviewed: July 2021

M.S. Couple & Family Therapy Program
University of Louisville – Kent School of Social Work

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Appendix C – Student Information Form

Student Information Form

Student Name: ____________________________________________  Today’s Date: ____________________

Home Phone: ___________________________  Cell Phone: ___________________________

Current Address: ___________________________________________________________________________

U of L Email Address: _________________________ Alternate Email Address: _________________________

Emergency Contact Person: __________________________  Relationship: __________________________

Phone Number: ___________________________  Secondary Phone Number: ___________________________

Program (Circle one):

MSCFT only  MSCFT w/ADC  Dual Degree MSSW/MSCFT

Advanced Year Practicum Site: ________________________________________________________________

Task Supervisor: _____________________________________________________________________________

Task Sup Phone: ___________________________  Email Address: ___________________________________

Supervisor of Record: ________________________________________________________________________

Phone: ___________________________  Sup Email address: ______________________________________

Practicum MSSW Field Liaison Name (for dual-degree students only): ______________________________

CFT Supervision Instructor: ________________________________________________________________
  (from SW 721 & SW 722, or from SW 723, SW 724, & SW 725)
Appendix D - Photo and Release Form

I hereby grant permission to the Raymond A. Kent School of Social Work at the University of Louisville, and/or anyone authorized by the Raymond A. Kent School of Social Work, to use and/or reproduce any quotes given by me and/or all photographs that have been given by me without compensation to me. The Kent School of Social Work reserves the right to crop and edit the photographs and/or quotes to use these photographs and/or quotes in any form, including but not limited to print and electronic publications, broadcasts, and/or billboards. The Raymond A. Kent School of Social Work may choose not to use the photographs and/or quotes at all, or may choose to use the photographs and/or quotes at its discretion at a later date. The Raymond A. Kent School of Social Work reserves the right to discontinue use of photos and/or quotes without notice.

I acknowledge that I have read and understand the terms of this release.

______________________________      ________________________________
Student Name (Print)                  Witness Name (Print)

______________________________
Student Signature

______________________________
Date

______________________________
Witness Signature

______________________________
Date
Appendix E – Acknowledgement of Student Handbook Form

Kent School of Social Work
Couple and Family Therapy Program

Student Acknowledgement of Receipt of Student Handbook

This form acknowledges receipt of the Couple and Family Therapy (CFT) Program Student Policies and Procedures Handbook, in the form of a link to the Handbook online. It is understood that the CFT Program Student Policies and Procedures Handbook includes important information related to program requirements, including requirements for academic performance, clinical performance, and professional conduct. I understand that the CFT Program will periodically review its Student Policies and Procedures Handbook in order to comply with changes to the mission or requirements of the University of Louisville, requirements of the Commission on Accreditation for Marriage and Family Therapy Education, mandates of the Kentucky Board of Licensure for Marriage and Family Therapy, or state or federal laws. The CFT Program reserves the right to change information, policies, and procedures in the CFT Program Student Policies and Procedures Handbook. I understand that such changes may occur without notice and I agree to periodically check the online version of the CFT Program Student Policies and Procedures Handbook for the latest version.

Signature: __________________________________________

Date: ______________

Printed Full Name: __________________________________________
Appendix F – Student Acknowledgement of Tele-health Policies Form

Acknowledgement of Tele-Mental Health Procedures for Student Therapists
Couple & Family Therapy Program | University of Louisville

1. I agree that I will not participate in any Tele-Mental Health Services on behalf of the University of Louisville Couple & Family Therapy (CFT) Program until completing SW 701 or a different tele-mental health training approved by the CFT Clinical Director.

2. I agree to adhere strictly to the tele-mental health procedures outlined in the Tele-Mental Health Policies & Procedures section of the CFT Student Handbook, as well as all protocol provided to me for arranging and implementing tele-mental health services.

3. I agree that all tele-mental health sessions will be done in a private place. This means being in a closed room without any interruptions. No sessions will be conducted in front of others outside of the CFT Program (e.g., roommates, spouses, children) nor will they be conducted in a public place or while driving.

4. I will complete all required documentation for tele-mental health sessions (i.e., Tele-Mental Health Progress Notes) within a timely manner and store documents securely using the procedures outlined in the Tele-Mental Health Policies & Procedures section of the Student Handbook.

5. I will complete both Individual and Group Supervision during their regularly scheduled times or as outlined by my CFT Supervisor.

6. During supervision, I will only use client names or additional identifying information when using a secure, HIPAA-compliant tele-mental health program. When such a program is not available, I will only use client initials and no identifying information.

7. I will continue to submit all CFT Hours Logs as required for all clinical and supervision contact by the 10th of each month.

8. I will continue to adhere to policies regarding client contact. I will continue to check my voicemail and email regularly.

9. I will make sure all clients are aware of how to reach me via my voicemail in case of a full University closure.

10. I agree to not meet with a client face-to-face (in person) outside of my current, existing, approved practicum or supervision site.

11. I understand that no face-to-face contact be conducted in the Relational Solutions clinics without prior and special approval from the Clinical Director.

I have read, fully understand, and agree to these conditions of tele-mental health sessions as a couple and family therapist student intern. I understand that failure to follow these requirements may result in my failure to successfully pass clinical practicum and/or will result in removal from the CFT Program at the University of Louisville.

Student Name: ____________________________

Student Signature: _________________________ Date: ________________

Version 2 (07/23/2021)
Appendix G – Regulatory Variance Acknowledgement Form

At this time, there is no national license in marriage and family therapy that would allow marriage and family therapists to easily transport their degree or license from one state to another. However, graduates of a program accredited by the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE), as the Couple and Family Therapy Program at the University of Louisville is, will have their degrees and practicum experiences recognized by MFT licensing boards in most other states. This recognition significantly streamlines the process for becoming licensed in another state.

Our program meets the requirements for licensure in the state of Kentucky. If a student plans to be licensed in another state, that student might need to take additional coursework and/or an exam in that another state because laws pertaining to mental health practice vary by state to state. Because states and regulatory boards can change their laws and policies at any time, the University of Louisville cannot guarantee our degree and practicum experience will meet future licensing laws out of state. With that said, our program is committed to reliable educational standards, instructional quality, public transparency, and student learning outcomes set by COAMFTE, to ensure our students’ degrees are as transportable as possible.

If you know that you plan to pursue licensure in a state other than Kentucky, it is best to contact that state’s board directly for the most up to date information. Students can learn more about the requirements of MFT licenses in other states at https://amftrb.org/resources/state-licensure-comparison/

We also retain a copy of the most up-to-date state licensure comparison chart from the Association of Marital and Family Therapy Regulatory Boards (AMFTRB) on our university server, which can be accessed at the following link: https://louisville.box.com/s/5frqqq97jm37105o1nhyl3skpbcti24u

By signing this form below, you acknowledge that you have been informed and are aware that licensing regulations may differ across states and provinces.

Student Signature: _______________________________ Date: _______________
Appendix H – Evaluation of Practicum Site & Experience

Site: __________________________________________ Date: _________________________
Site Supervisor: ______________________________ Semester: _____________________
Student: ____________________________________

To assess the effectiveness of your practicum site and experience, please answer the questions below and make ratings where indicated using this scale:

A. Ratings:

Inadequate | Adequate | Outstanding
----------|----------|------------
1. Overall assessment of practicum experience | 1 2 3 4 5 |
2. Sufficient number and variety of clinical cases | 1 2 3 4 5 |
3. Satisfaction ability to videotape | 1 2 3 4 5 |
4. Satisfaction with on-site supervisor | 1 2 3 4 5 |
5. Contribution to your growth as a family therapist | 1 2 3 4 5 |

B. Narrative comments:

1. Please comment on the administrative aspects and structure at your practicum.
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

2. What contributed most to your growth as a Marriage and Family Therapist?
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

3. Suggestions for improvement of this practicum:
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

_____________________________________________  ______________________________
Student’s Signature      Date
Appendix I – Evaluation of CFT Community Mentor
(distributed as an online survey via Qualtrics)

Your Name: ___________________________________________________________________

The following set of questions will ask about your evaluation of your community mentor. This evaluation is confidential, and your responses will only be visible to the CFT Program Director and the CFT Program Coordinator. First, please provide the following information about your mentor.

Who was your community mentor? ________________________________

How frequently did you typically meet with your mentor?
Weekly
Every other week
Monthly
Every other month
Once a semester

How long did your meetings with your mentor typically last?
Fewer than 30 minutes
30-60 minutes
60-90 minutes
Longer than 90 minutes

What percentage of the time did you spend with your mentor on each of the following modalities:

_____ % case discussion  _____ % reviewing audio or videotapes
_____ % professional development  _____ % other; please specify _________________

Please rate each of the following statements:

<table>
<thead>
<tr>
<th>Statement</th>
<th>None</th>
<th>Some</th>
<th>Moderate</th>
<th>A lot</th>
<th>Very much</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. My mentor keeps all scheduled appointments.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>2. My mentor is on time for appointments.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>3. My mentor allows time to discuss professional development issues.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>4. My mentor provides feedback which relates specifically to cases and my learning goals.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>5. My mentor provides feedback relating to issues of client care.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>6. My supervisor provides appropriate feedback related to personal issues affecting professional work and identity.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>7. My mentor offers input, critique, and alternative models relating to the development of clinical skills.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>8. My mentor refers to appropriate readings or other learning opportunities, if necessary.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td></td>
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<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>9. My mentor attends to empirical information needed to make theoretical and treatment decisions.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>10. My mentor encourages me to discuss what I need in the supervisory relationship.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>11. My mentor assists me in my efforts to integrate theory and practice necessary to becoming a family therapist.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>12. My mentor helps me making diagnostic assessments and assists me in learning how to complete assessment write-ups.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>13. My mentor assists me in thinking through ethical considerations of cases.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>14. My mentor assists me in learning clinical techniques and skills related to engagement, assessment, treatment planning, and treatment intervention.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

Please provide any additional comments about your community mentor experience that might be helpful for us to know.

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
Appendix J – Program Director Evaluation  
(distributed as an online survey via Qualtrics)

CFT Program Director (PD) Evaluation

To assess the effectiveness of the Couple & Family Therapy Program Director, please answer the following questions below. Answers to this survey are anonymous.

Which of the following options describes your primary role in the program at this time?
- Foundation (1st) Year Student
- Advanced (2nd) Year Student
- Faculty
- Alumni
- Community Mentor
- Practicum Supervisor

Please indicate how effective the Program Director was in the following areas:

1. Focusing the program on program goals, student learning outcomes, best practice, and state licensure requirements?

<table>
<thead>
<tr>
<th></th>
<th>Negligible</th>
<th>Poorly</th>
<th>Adequately</th>
<th>Moderately</th>
<th>Exceptionally</th>
<th>N/A to my Role</th>
</tr>
</thead>
</table>

2. Providing, revising, and explaining program policy in ways that are fair and equitable?

<table>
<thead>
<tr>
<th></th>
<th>Negligible</th>
<th>Poorly</th>
<th>Adequately</th>
<th>Moderately</th>
<th>Exceptionally</th>
<th>N/A to my Role</th>
</tr>
</thead>
</table>

3. Efforts to enroll, retain, and graduate a Culturally Diverse student body?

<table>
<thead>
<tr>
<th></th>
<th>Negligible</th>
<th>Poorly</th>
<th>Adequately</th>
<th>Moderately</th>
<th>Exceptionally</th>
<th>N/A to my Role</th>
</tr>
</thead>
</table>

4. Providing and ensuring the continuance of high quality instruction in the CFT Program?

<table>
<thead>
<tr>
<th></th>
<th>Negligible</th>
<th>Poorly</th>
<th>Adequately</th>
<th>Moderately</th>
<th>Exceptionally</th>
<th>N/A to my Role</th>
</tr>
</thead>
</table>

5. Focusing the program on a professional identity with AAMFT and insuring that all documents and procedures align with that outcome?

<table>
<thead>
<tr>
<th></th>
<th>Negligible</th>
<th>Poorly</th>
<th>Adequately</th>
<th>Moderately</th>
<th>Exceptionally</th>
<th>N/A to my Role</th>
</tr>
</thead>
</table>

6. Providing and/or managing fiscal and physical resources to meet the needs of the educational program?

<table>
<thead>
<tr>
<th></th>
<th>Negligible</th>
<th>Poorly</th>
<th>Adequately</th>
<th>Moderately</th>
<th>Exceptionally</th>
<th>N/A to my Role</th>
</tr>
</thead>
</table>

42
7. Ensuring an educational approach that includes the teaching of ideas and prof practices for CFTs that address diversity, including but not limited to race, age, gender, ethnicity, sexual orientation, gender identity, socioeconomic status, disability, health status, religious spiritual or political beliefs, nation of origin and other relevant social categories, immigration, or language?

<table>
<thead>
<tr>
<th>Negligible</th>
<th>Poorly</th>
<th>Adequately</th>
<th>Moderately</th>
<th>Exceptionally</th>
<th>N/A to my Role</th>
</tr>
</thead>
</table>

8. Stressing the importance of COAMFTE Accreditation and maintaining the requirements through curriculum review, student performance, community satisfaction, and focused faculty discussion?

<table>
<thead>
<tr>
<th>Negligible</th>
<th>Poorly</th>
<th>Adequately</th>
<th>Moderately</th>
<th>Exceptionally</th>
<th>N/A to my Role</th>
</tr>
</thead>
</table>

9. Demonstrating that academic resources (eg, library, advising, writing center), and student support services (e.g., access to counseling, financial advising, disability resource center, and student advocate) are accessible to students and sufficient to achieve programs mission, goals, and outcomes?

<table>
<thead>
<tr>
<th>Negligible</th>
<th>Poorly</th>
<th>Adequately</th>
<th>Moderately</th>
<th>Exceptionally</th>
<th>N/A to my Role</th>
</tr>
</thead>
</table>

Please provide any additional comments that might help us evaluate the Program Director in this role.

Additional General Comments:
### Appendix K – Responsibility Structure of MSCFT Program

<table>
<thead>
<tr>
<th>Area</th>
<th>Person(s) Responsible</th>
<th>Address Questions/Concerns To:</th>
</tr>
</thead>
</table>
| **MSCFT Class Topics and Activities (e.g., 710, 714, 700, 706)**     | 1. Instructor                                   | 1<sup>st</sup>– Instructor at least once, but usually multiple times  
2<sup>nd</sup> – MSCFT Program Director |
| **MSCFT Curriculum Content, Structure and Sequence**                  | 1. MSCFT Program Director                       | MSCFT Program Director                                   |
| **MSCFT-only Practicum Concerns**                                     | 1. On-site Supervisor  
2. MSCFT Supervisor  
3. MSCFT Clinical Director | 1<sup>st</sup> – On-site Supervisor at least once, but usually multiple times  
2<sup>nd</sup>– MSCFT Supervisor, at least once  
3<sup>rd</sup>– MSCFT Clinical Director  
4<sup>th</sup>– MSCFT Program Director |
| **MSSW Class Topics and Activities (e.g., 601, 619, 677)**            | 1. Instructor  
2. Course/Sequence Chair | 1<sup>st</sup>– Instructor at least once, but usually multiple times  
2<sup>nd</sup> – MSSW Program Director |
| **MSSW Curriculum Content, Structure, and Sequence**                  | 1. MSSW Curriculum Committee  
2. MSSW Program Director  
3. Kent School Associate Dean for Academic Affairs | 1<sup>st</sup>– MSSW Program Director  
2<sup>nd</sup>– MSSW Curriculum Committee  
3<sup>rd</sup>– Kent School Associate Dean for Academic Affairs |
| **MSSW-MSCFT Practicum Concerns**                                     | 1. On-Site Supervisor  
2. MSCFT Supervisor  
3. MSSW Field Liaison  
4. MSCFT Clinical Director | 1<sup>st</sup> – On-site Supervisor, at least once  
2<sup>nd</sup>– MSCFT Supervisor, at least once & MSSW Field Liaison, at least once, but usually multiple times  
3<sup>rd</sup>– MSCFT Clinical Director  
4<sup>th</sup>– Kent School Field Education Director & MSCFT Program Director |
| **Kent School Field Legal & Safety Policies**                         | 1. Kent School Field  
2. Education Director | 1<sup>st</sup>– Kent School Field Education Coordinator  
2<sup>nd</sup>– Kent School Field Education Director |
| **Kent School Instructional Regulations & Procedures**                | 1. Kent School  
2. Associate Dean for Academic Affairs | Kent School Associate Dean for Academic Affairs |
Appendix L – CFT On-Site Supervision Agreement Form

Supervisor Agreement

Couple & Family Therapy Program
Kent School of Social Work | University of Louisville

The Couple and Family Therapy (CFT) Program of the Kent School of Social Work appreciates those agencies that are committed to assisting us in preparing the best possible practitioners. The Faculty in the CFT Program value the strong working relationships that are developed with those agency personnel for the benefit of the MSCFT students and the MSSW-MSCFT Dual-Degree students.

The following lists the requirements and standards to which we adhere to provide the best possible education for our students, as well as the best service to the agency and its clientele. Supervisors, please initial after reading each one.

1. The agency provides services during the entire calendar year. Students will only be required to attend practicum during academic semesters when school is in session (students are not required to attend practicum when the University has cancelled class due to inclement weather, University events, or for other reasons).

2. The setting provides access to individuals as well as couples and/or families who come from diverse cultural and socio-economic backgrounds to seek help with a variety of presenting problems.

3. The agency has in place a system of formal policies, procedures and written protocols that ensure confidentiality, and client rights and responsibilities.

4. The agency is able to provide students work with clients using a systemic/relational approach. The CFT program requires students to accumulate an average of 8-10 face-to-face client contact hours, consisting of therapy or assessment, at their practicum site per week. Of those, students in their foundation (1st) year of the CFT program are expected to accumulate an average of 1-2 relational hours (hours in which they are working with a couple, family or other system) per week. Students in their advanced (2nd) year are expected to accumulate an average of 3-4 relational hours at their practicum site per week.

5. The agency will permit students to audio- or video-record their client sessions with clients’ full knowledge of the student’s status and client’s permission for record. A template for obtaining consent is available if needed.

6. The CFT Program faculty will be responsible for clinical supervision of cases from a family systems perspective. Administrative supervision will be the domain of the agency.

CFT Supervisor: __________________________ Are they assuming liability? __________

7. The agency and the CFT faculty supervisor will remain in contact to monitor student progress.

Signing below signifies agreement to these conditions of having a practicum student.

Semesters of Practicum __________________________

Student Printed Name __________________________ Student Signature __________________________ Date __________

On-Site Supervisor Printed Name __________________________ On-Site Supervisor Signature __________________________ Date __________

Agency __________________________ Address __________________________ Phone __________________________

Tiffany Farmer, MSSW, LMFT
Clinical Director, CFT Program
University of Louisville

Date __________

Revised 04/2021
Appendix M – CFT Supervisee Evaluation Form

Couple and Family Therapy Supervisee Evaluation Form

Student: ________________________________________             Supervision Course #:_____________________________   Date of Report:  ________________

Practicum Placement Site: ______________________________________________                    CFT Clinical Supervisor:  _______________________________________

Time Period: From ___________________________   to   __________________________   Date        Date

Overview

When the student has completed the first semester of clinical experience (as with each subsequent semester), the clinical supervisor will determine the student’s progress and will meet with the student to review and discuss the evaluation, sign the form, and return it to the Family Therapy Office. The purpose and intent of the evaluation process is to specify for the student and supervisor the specific skill sets that the practicum will address. This does not mean other skills will not be tapped, but that the skills here detailed are considered critical to establish while in training. The evaluation process is designed to give the student frequent and specific feedback regarding their clinical development.

Evaluation Criteria

The evaluation criteria will be the focus of each practicum experience and supervision. Each student will be expected to work toward and eventually achieve proficiency in all the skill objectives by the time they finish the program. Each objective has several sub-tasks that may or not be tapped in the first clinical cases but it is expected that over the course of the program they will be. The criteria to measure the skill development is designed to highlight areas for new or special focus (Needs Attention), to recognize beginning progress (Needs Attention but Progressing), to recognize progress appropriate to the current stage of skill development (Successful Progress), to recognize growing proficiency (Near Proficiency), and finally to document skill acquisition considered proficient for someone who has completed their masters level training (Proficient). The Proficient rating will only begin to be used in the second year of the program once focused live supervision is routine.

Guidelines for Skill Acquisition:

For a first semester student (SW 721), it is expected that the student demonstrate Successful Progress in Objectives in at least 5 skill objectives in order to be considered making appropriate progress. By the end of the second semester (SW 722) the student is expected to demonstrate Successful Progress in all of the skill objectives.

For a fall semester second year student, expectations are that by the end of fall practicum (SW 724), the student has demonstrated increased proficiency in several skill objectives, enough so that they receive a Proficient rating in several skill categories. The specific number of Proficient ratings for fall semester is not quantified because of the variance of student development and case assignment. However, by the end of spring semester (SW 725), all skill area objectives must be able to receive a Proficient rating.
### Objectives

#### 1. Initiates & establishes treatment relationships

<table>
<thead>
<tr>
<th>Overall Rating (Circle or Underline Rating)</th>
<th>Needs Attention (1)</th>
<th>Needs Attention but Progressing (2)</th>
<th>Successfully Progressing (3)</th>
<th>Near Proficiency (4)</th>
<th>Demonstrates Proficiency (5)</th>
</tr>
</thead>
</table>

Evaluation points include:
- Responds empathically with client(s) experience
- Demonstrates warmth.
- Attends to all family members
- Demonstrates appropriate sense of humor
- Reassures client / family that problem is of real importance.
- Helps family define their needs.
- Defines treatment relationship with clients
- Expresses realistic hopeful expectations with family
- Structures session appropriately
- Demonstrates ability to join cross-culturally

(Student Learning Outcome 2)

#### 2. Basic attending skills

<table>
<thead>
<tr>
<th>Overall Rating (Circle or Underline Rating)</th>
<th>Needs Attention (1)</th>
<th>Needs Attention but Progressing (2)</th>
<th>Successfully Progressing (3)</th>
<th>Near Proficiency (4)</th>
<th>Demonstrates Proficiency (5)</th>
</tr>
</thead>
</table>

Evaluation points include:
- Appropriate verbal following of client’s story and self-presentation.
- Uses verbal and non-verbal encouragers to stimulate client’s presentation.
- Uses open-ended questions to encourage client disclosure.
- Accurately paraphrases in session.
- Accurately reflects feelings in session.
- Uses summarization appropriate in session.
- Appropriate use of body posture & gestures in session to facilitate counseling process.

(Student Learning Outcome 2)
### Objectives

**3. Capacity to maintain self-differentiation in session**

Evaluation points include:
- Is able to regulate own anxiety in counseling sessions without verbally or behaviorally impeding the session.
- Can critically self-reflect in supervision about personal issues that impede or enhance therapy effectiveness.
- Is willing to take responsibility for personal issues affecting sessions.
- Respects boundaries with clients and organizational systems under supervision.
- Can articulate boundary issues arising in their work and demonstrates conscious control of these under supervision.

*(Student Learning Outcome 4)*

### Overall Rating (Circle or Underline Rating)

<table>
<thead>
<tr>
<th></th>
<th>Needs Attention (1)</th>
<th>Needs Attention but Progressing (2)</th>
<th>Successfully Progressing (3)</th>
<th>Near Proficiency (4)</th>
<th>Demonstrates Proficiency (5)</th>
</tr>
</thead>
</table>

### Comments on Specific Areas:

### Objectives

**4. Ability to make good use of clinical supervision**

Evaluation points include:
- Is open to supervision intervening with technical skills in session.
- Is open to supervision intervening with use of self in a session.
- Is open to supervisor presenting the need for critical self-reflection about feelings, behavior or personal issues affecting sessions.
- Follows through on supervisory interventions.
- Is able to engage supervisor and ask for what is needed.

*(Student Learning Outcomes 1, 2, 3, 4)*
<table>
<thead>
<tr>
<th>Objectives</th>
<th>Overall Rating (Circle or Underline Rating)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>5. Ability to observe/articulate family &amp; individual process.</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Needs Attention</strong> (1)</td>
</tr>
<tr>
<td></td>
<td><strong>Needs Attention but Progressing</strong> (2)</td>
</tr>
<tr>
<td></td>
<td><strong>Successfully Progressing</strong> (3)</td>
</tr>
<tr>
<td></td>
<td><strong>Near Proficiency</strong> (4)</td>
</tr>
<tr>
<td></td>
<td><strong>Demonstrates Proficiency</strong> (5)</td>
</tr>
<tr>
<td><strong>Evaluation points include:</strong></td>
<td>Comments on Specific Areas:</td>
</tr>
<tr>
<td>• Is able to make accurate structural observations – boundaries, generational hierarchies, etc.</td>
<td>(Student Learning Outcome 3)</td>
</tr>
<tr>
<td>• Can identify family emotional processes – triangulation, fusion, cut-off, etc.</td>
<td></td>
</tr>
<tr>
<td>• Accurately identifies power structures and issues in family process</td>
<td></td>
</tr>
<tr>
<td>• Is able to translate observed family interaction in session into a process articulation.</td>
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</table>

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Overall Rating (Circle or Underline Rating)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>6. Conceptualize family processes using traditional and contemporary family systems theories</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Needs Attention</strong> (1)</td>
</tr>
<tr>
<td></td>
<td><strong>Needs Attention but Progressing</strong> (2)</td>
</tr>
<tr>
<td></td>
<td><strong>Successfully Progressing</strong> (3)</td>
</tr>
<tr>
<td></td>
<td><strong>Near Proficiency</strong> (4)</td>
</tr>
<tr>
<td></td>
<td><strong>Demonstrates Proficiency</strong> (5)</td>
</tr>
<tr>
<td><strong>Evaluation points include:</strong></td>
<td>Comments on Specific Areas:</td>
</tr>
<tr>
<td>• Can use multiple theoretical orientations to conceptualize a case.</td>
<td>(Student Learning Outcome 1)</td>
</tr>
<tr>
<td>• Is able to relate in-session behaviors to a clinical theory to organize observations.</td>
<td></td>
</tr>
<tr>
<td>• Understands observed processes and how they relate to client complaints and treatment</td>
<td></td>
</tr>
<tr>
<td>• Is able to relate clinical conceptualizations to plan for change.</td>
<td></td>
</tr>
<tr>
<td>Objectives</td>
<td>Overall Rating (Circle or Underline Rating)</td>
</tr>
<tr>
<td>------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td><strong>7. Establishes verbal and written assessments</strong></td>
<td>Needs Attention (1)</td>
</tr>
<tr>
<td><strong>Evaluation points include:</strong></td>
<td></td>
</tr>
<tr>
<td>• Is able to build a verbal consensus with the family regarding the definition of the problem.</td>
<td></td>
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<tr>
<td>• Is able to verbally connect (for the family) the consensus for what needs improving with a general sense of how to proceed.</td>
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<tr>
<td>• Is able to write an assessment summary for the case record and in a timely manner.</td>
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<tr>
<td><em>Student Learning Outcomes 2, 4</em></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Overall Rating (Circle or Underline Rating)</th>
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</thead>
<tbody>
<tr>
<td><strong>8. Establishes verbal and written treatment / action plans</strong></td>
<td>Needs Attention (1)</td>
</tr>
<tr>
<td><strong>Evaluation points include:</strong></td>
<td></td>
</tr>
<tr>
<td>• Is able to establish an appropriate plan of action that relates to observations and case conceptualization.</td>
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<tr>
<td>• Insures that a consensus for change is built before proceeding on the plan of action</td>
<td></td>
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<tr>
<td>• Can plan specific strategies for achieving objectives of the case plan.</td>
<td></td>
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<tr>
<td><em>Student Learning Outcomes 3, 4</em></td>
<td></td>
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</tbody>
</table>
### Objectives

#### 9. Implementation / Technical skill

Evaluation points include:
- Is able to carry out specific techniques in session that are planned in supervision.
- Can evaluate effectiveness of treatment interventions while in session or in subsequent supervision.
- Can relate interventions / evaluation of interventions to treatment plan and strategy.

(\textit{Student Learning Outcomes 3})

#### 10. Consider Cultural Factors in Case Conceptualization, Treatment Planning, and Treatment

Evaluation points include:
- Can articulate relevant cultural factors when describing a case conceptualization
- Can consider strengths related to clients’ cultural backgrounds
- Includes cultural considerations when creating treatment plans and implementing interventions
- Uses self-disclosure appropriately when working cross-culturally with clients

(\textit{Student Learning Outcomes 2, 3, 5})

#### Overall Rating (Circle or Underline Rating)

<table>
<thead>
<tr>
<th>Needs Attention (1)</th>
<th>Needs Attention but Progressing (2)</th>
<th>Successfully Progressing (3)</th>
<th>Near Proficiency (4)</th>
<th>Demonstrates Proficiency (5)</th>
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<tbody>
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<td></td>
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</table>

Comments on Specific Areas:

*Passed Cultural Competence journal on the first submission? YES/NO
**Presented a case once this semester through video or live supervision and discussed ways cultural issues were addressed? YES/NO
### Objectives

<table>
<thead>
<tr>
<th>11. Professional ethics, legal issues / standards of practice</th>
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</thead>
<tbody>
<tr>
<td><strong>Evaluation points include:</strong></td>
</tr>
<tr>
<td>• Is aware of basic ethical issues for the practice of Marriage and Family Therapy – confidentiality, informed consent, boundaries in therapy, etc.</td>
</tr>
<tr>
<td>• Understands basic therapeutic legal issues – duty to warn, child abuse, etc.</td>
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<tr>
<td>• Is able to adhere to the standards of practice (e.g. writes appropriate clinical records, professional and collegial collaboration, adherence to administrative procedures).</td>
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</table>

(Student Learning Outcome 4)

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<th>12. Professional Behavior</th>
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<tr>
<td><strong>Evaluation points include:</strong></td>
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<tr>
<td>• Attends scheduled supervision meetings and shifts at practicum site</td>
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<tr>
<td>• Arrives to supervision and practicum site on time</td>
</tr>
<tr>
<td>• Communicates with CFT and on-site supervisor promptly and professionally regarding schedule changes and clinical concerns</td>
</tr>
<tr>
<td>• Completes all required supervision assignments on time</td>
</tr>
<tr>
<td>• Adheres to practicum and live supervision dress code</td>
</tr>
<tr>
<td>• Completes all administrative tasks, including documentation, in a timely manner consistent with legal requirements and ethical principles</td>
</tr>
</tbody>
</table>

(Student Learning Outcome 4)
Summative Comments:

___________________________________________________________________________________________________________________________
___________________________________________________________________________________________________________________________
___________________________________________________________________________________________________________________________
___________________________________________________________________________________________________________________________
___________________________________________________________________________________________________________________________
___________________________________________________________________________________________________________________________
___________________________________________________________________________________________________________________________

Supervisor                                                   Date                 Student                                                  Date

v. 07-13-2021
Videos containing client images and voices must be stored in a HIPAA-compliant manner. To do so, they must be protected from reasonable threats to confidentiality. Our procedures include (1) automatically recording files to an encrypted USB drive temporarily, and (2) moving these files to your university-sponsored CardBox account until the file is deleted. To begin, please request the following items:

1. **Request an encrypted USB drive from Danette.** The CFT Program has purchased USB drives to use for video recording. Please request one from Danette. Keep in mind: This item is the property of the CFT Program and must be returned when you leave the program. If lost or damaged, you are responsible for paying the cost to replace it.

2. **Request CardBox Account.** All of your videos should be stored on CardBox, which is the online data storage system the university uses (free to students). To request an account, please go to [http://ulink.louisville.edu](http://ulink.louisville.edu). Do not log in yet. At the bottom of the page, there is a box titled “Resources.” In there, click on the link for “Computer Accounts.” It will likely look like the following image:

Then, log into ULInk. Next, you will see a new page with a list of computer accounts. Check the box next to CardBox, then below that, check the box for “Content Management System.” Finally, click the “Save” box at the bottom. See the image below:
Doing this will notify IT that you need an account. Shortly, you will receive an email saying an account is set up. You can confirm access to this file by going to http://louisville.app.box.com and logging in using your UofL ULink ID and password.

3. **Record video and save file directly to the encrypted USB drive.** You will use your personal laptop to record sessions. A phone or personal camera may not be used. Before recording a video, first you must instruct the program to automatically save the file to your encrypted USB drive. The steps to do so will likely vary by computer, and you will need to have the encrypted USB drive inserted into your computer. As an example, my PC computer allows me to open a program called, “Camera.” Once open, there is the image of a small gear in the top left corner indicating Settings. Clicking on the gear displays a menu that, after scrolling to the bottom, offers an option to, “Change where Photos and Videos are Saved.” Clicking on that option opens the settings, where I can select the USB drive from a dropdown menu under “New photos and videos will save to:”. Please practice to confirm this procedure was successful before recording client sessions. It is essential that no videos involving clients is saved or stored on your personal laptop or belongings.

4. **Transfer the Video to CardBox.** At the end of each day, any videos containing client information should be transferred to CardBox and removed from the USB drive. To do so, go to http://louisville.app.box.com and log in using your UofL ULink ID and password. In the right hand corner, there is a black box labeled, “Upload.” Click on this box, select “File,” and then select the file from your USB drive. Then, click open to officially upload the file to CardBox. Once done, please delete the file from the encrypted USB drive.

Keep in mind – the majority of files should be deleted from CardBox either after they are used in supervision or within 1 month from their recording. A few videos (up to 5) may be retained for educational purposes and class assignments until the end of your time in the program, assuming the client(s) signed the educational release form. These videos should provide a good representation of your skills at the point they were recorded and may be used to demonstrate therapist growth during the capstone course.

**Please practice these steps before recording client sessions. If you have any questions or concerns, please contact the Clinical Director (Tiffany Farmer, tiffany.mccollum@louisville.edu).**
Appendix O – Video Recording Consent Form

Consent for Video Recording

I, ___________________________ (“Client”), a patient at ___________________________ (“Agency”), with the Agency’s knowledge and consent as indicated below, authorize a student therapist enrolled in the University of Louisville’s Couple & Family Therapy (CFT) Program to video record a clinical session in which I, or a person(s) for whom I am legally responsible, participate. I understand that any video recordings will be used solely for the purpose of providing clinical supervision to the student.

My confidentiality will be protected. I understand that although all necessary steps will be taken to make sure that my identity will remain anonymous, it may still be possible to identify me. The purpose of this video recording is to support the student’s education and training. This authorization will be kept in my records. All video recordings will be stored in compliance with Health Insurance Portability and Accountability Act (HIPAA) guidelines. Any person involved in providing or receiving clinical supervision is bound to the same ethical principles of confidentiality as professionals providing counseling. Unless additional permission is given below, all video recordings will be destroyed no later than the end of the present academic semester.

I can request to stop recordings at any time, in writing or verbally without any explanation. I understand that the services I am receiving will not be impacted by signing or not signing this authorization or by rescinding it at any time. I have received sufficient explanation concerning the purpose and the process of this authorization and the student’s responsibilities. I hereby release the University of Louisville and Agency, and their respective agents, employees, trustees and other personnel, and all other persons participating in my care from any and all liability that may or could arise from the video recording.

Client Name: ___________________________

Client Signature: ___________________________ Date: _____________

Guardian Signature: ___________________________ Date: _____________

Agency Representative Name: ___________________________

Agency Representative Signature: ___________________________ Date: _____________

Educational Release for Video Recording

Some video recordings will be retained for longer than the present academic semester to be used for additional educational purposes. By providing this additional authorization, I authorize the University of Louisville’s CFT Program to maintain a copy of video recordings in which I, or a person(s) for whom I am legally responsible, participate beyond the present academic semester. The use of the video recording will be limited to educational purposes (e.g., case presentations, course assignments). The video recording will be stored in compliance with HIPAA guidelines, and all necessary steps will be taken to make sure that my identity is confidential. Even with this extended authorization, all video recordings will be destroyed no later than the end of the student’s enrollment in the University of Louisville’s CFT Program.

Client/Guardian Signature: ___________________________ Date: _____________
Appendix P – Narrative for Clinical Hours Log  
(Updated January 2022)

The program seeks to ensure that each graduate will meet equivalency standards for graduate degree training when it comes to state licensure; therefore each student in the MSCFT Program is required to accumulate a minimum of 500 clinical hours by graduation. Students should average between 80 and 110 hours each semester to reach this goal (refer to each semester’s supervision syllabus for that semester’s recommended hours). Failure to accumulate the appropriate clinical hours would likely result in an incomplete in SW 725 (or an earlier practicum) and delay graduation, at the minimum.

**Clinical Hours**

**Direct Client Contact Hours:** Total client contact hours are simply the number of face-to-face clinical hours (or mediated with video-assisted technology) conducted with individuals, couples, families, and other systems. Assessments may be counted if they are in-person processes that are more than clerical in nature and focus. Also, therapy services delivered through interactive team modalities may provide direct client contact for specific team members who have in-person interaction with the client/system during the sessions. Therapy team members who engage the therapeutic process only behind the mirror may not count the experience as direct client contact. Activates such as telephone contact case planning, observation of therapy, record keeping, trainings, role-playing, travel, administrative activities, consultation with community members or professionals, and/or MFT relational/systemic supervision are not considered direct client contact. **At least 300 of the total 500 hours must fit this category.**

**Categories of Direct Client Contact on the Supervision Log:**

1. **Individual (non-R):** These are in-person or video-assisted telehealth assessment or therapy sessions with an individual client. This could be a child, adolescent, or adult, but only one individual (besides the therapist) is present.

**Relational Direct Client Contact Hours:** Refers to a category of direct clinical contact hours in which a clinician delivers therapeutic services with two or more individuals conjointly, who share an ongoing relationship beyond that which occurs in the therapeutic experience itself. Examples include family subsystems; intimate couple subsystems; enduring friendship/community support subsystems; and residential, treatment, or situationally-connected subsystems. Relational hours also may be counted with relational subsystems that include a person whose only available means to participate in the in-person therapeutic meeting is telephonic or electronic (e.g., incarcerated, deployed, or out-of-town subsystem members). Group therapy may be counted as relational hours if those in the group therapy have a relationship outside of (above and beyond) the group itself. Conversely, group therapy sessions of otherwise non-related individuals are not considered as relational hours. **At least 100 of the total 500 hours must fit this category. Students must have at least 200 relational hours in general, of which 100 can be alternative hours (see definition of “alternative” below).**

**Categories of Relational Direct Client Contact on the Supervision Log:**

1. **Couple (R):** These are in-person or video-assisted telehealth assessment or therapy sessions with clients who have a romantic and/or sexual relationship with each other. Both partners must be present for this time to fit this category (e.g., only one partner present during a session would count as individual, not couple, even if you are discussing couple-related concerns). These hours are always relational.
2. **Family (R):** These are in-person or video-assisted telehealth assessment or therapy sessions with clients who are family members. This could include parents and children, siblings, grandparents raising grandchildren, aunts or uncles raising nieces and nephews, adoptive families, foster families, and so on. This category does not include two romantic or sexual partners only, as they would fit under the Couple category. **These hours are always relational.**

3. **Other Systems (R):** This includes in-person or video-assisted telehealth assessment or therapy with clients who are part of a system outside of a couple or a family relationship, such as residents of a group home, members of a friendship group, or students who share a classroom. **These hours are always relational.**

**Alternative Clinical Hours:** These hours include such clinical activities that do not fit the description of direct client contact hours yet include clinical work relevant to couple and family therapy. Examples include therapeutic sessions that take place by phone (i.e., not face-to-face using video-assisted technology), acting as a member of a reflecting team during live supervision, or psychoeducational groups that are strictly educational (i.e., lecture-based) without involving a therapeutic component. **Students can count 200 alternative hours toward the required 500 client contact hours.**

**Categories of Alternative Clinical Hours on the Supervision Log:**

1. **Alternative (R):** “Alternative (R)” refers to alternative clinical hours that are considered relational, meaning the session includes more than one part of a system (e.g., romantic or sexual partners, family members, other systems). Examples include therapeutic sessions with more than one part of a system that take place by phone (i.e., not face-to-face using video-assisted technology), acting as a member of a reflecting team during live supervision, psychoeducational groups that are strictly educational (i.e., lecture-based) without involving a therapeutic component, client-centered advocacy with clients or other professionals, and participating in IEPs and/or relevant team meetings without clients present.

2. **Alternative (non-R):** “Alternative (non-R)” refers to alternative clinical hours that are not relational in any way, meaning the session does not include more than one part of a system. This could include lecture-based psychoeducation with individuals from different systems, or phone (with no video component) assessment or therapy sessions with an individual client.

**Cultural Minority Hours:** This is a session in which the student therapist is working with a client who is part of a culturally minoritized group with regard to race, ethnicity, gender, sexual orientation, religion, disability status, country of origin, etc. This determination is left to the therapist in consultation with their supervisor and may include a wide variety of diverse cultural concerns. The program does not require a specific number of cultural-minority cases but wishes to collect the information to help assess the appropriateness of practicum sites to providing a given student a variety of cultural learning experiences.

**IMPORTANT:** Staff meetings, treatment planning meetings, collateral contacts, planning meetings, are all significant responsibilities of a professional marriage and family therapist. However, unless the client or client family member is present these are not to be logged as clinical hours. The CFT Program has aligned its target outcomes regarding clinical hours with state licensure requirements and these requirements require face to face clinical contact in order to be counted as a clinical hour.
Supervision Hours

**Supervision Hours:** Supervision hours reference those hours of direct supervision provided by your CFT Program supervisor (e.g., instructor for SW 721, 722, 723, 724, or 725) and any other supervisor that is an AAMFT-Approved Supervisor or an AAMFT-Approved Supervisor Candidate. Supervision hours received in practicum by other individuals who do not fit these descriptions, even if they teach for the program in other capacities, are certainly helpful but should not be counted as supervision hours.

Supervision hours are divided between individual and group, and again between those hours in which you discuss a case (case report) and those in which observable (raw) case data is presented for review (audio, video, or live observation). **Students are required to have accumulated 50 hours of raw supervision by the time they complete the CFT Program.**

**Individual supervision** includes one supervisor with one or two supervises, and **group supervision** includes one supervisor and eight or fewer supervisees.

**Case Report** includes supervision in which a case is discussed with verbal or written report only (e.g., no audio or video recordings, and no live observation). **Raw Data** refers to supervision that involves some type of observable data, which includes audio or video recordings, as well as live observation (behind the mirror, in the room co-therapy, reflecting teams, etc.).

If you are receiving live supervision, when at least two other supervisees behind the mirror, this is an hour of group supervision for you and for the other students in the observation group. **Do not count an hour of supervision as both individual and group, it can only be counted once.**

Other Example Situations for Reference:

- If your practicum placement is in a group home in which you are conducting a group for the kids who live together and the focus of treatment is on improving their relationships in this surrogate family, then this case would be an Other Systems hour. (Relational Hour.)
- If you are conducting group therapy with a group of individual boys from the community who do not know each other and your treatment goal is primarily anger management, this would be considered an Alternative hour. (Not a Relational Hour.)
- If you are conducting a parenting class for multiple parents from the community, and there are two parents of the same child in the group, this would be an alternative hour. (Relational Hour.)
- If a child is the only client in the room and the parent is on the phone, this would be an Individual hour. (Not a Relational Hour.)

### Guidelines for Hours by Semester

<table>
<thead>
<tr>
<th>Semester</th>
<th>Direct Client Contact Hours</th>
<th>Relational Hours</th>
<th>Supervision Hours with Observable Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 721</td>
<td>80-90</td>
<td>10</td>
<td>8</td>
</tr>
<tr>
<td>Spring 722</td>
<td>100-110</td>
<td>15</td>
<td>8</td>
</tr>
<tr>
<td>Summer 723</td>
<td>95-105</td>
<td>55</td>
<td>10</td>
</tr>
<tr>
<td>Fall 724</td>
<td>100-110</td>
<td>60</td>
<td>12</td>
</tr>
<tr>
<td>Spring 725</td>
<td>100-110</td>
<td>60</td>
<td>12</td>
</tr>
<tr>
<td><strong>Grand Totals</strong></td>
<td><strong>500</strong></td>
<td><strong>200</strong></td>
<td><strong>50</strong></td>
</tr>
</tbody>
</table>
# Appendix Q – Monthly Client Contact Hours Report Form

(Due by the 10th of the following month)

<table>
<thead>
<tr>
<th>Date</th>
<th>Individual non-R</th>
<th>Couple R</th>
<th>Family R</th>
<th>Other Systems (e.g. classroom or friend group) R</th>
<th>Alternative R</th>
<th>Alternative non-R</th>
<th>How many of the Client Contact hours were CM</th>
<th>Total Relational Hour</th>
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<tbody>
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<td>Cumulative CM Hours prior Month</td>
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<td>Cumulative Rel hrs in program to date</td>
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<th>Total Alternative hrs this month</th>
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<th>Total Alt-4 hrs this month</th>
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<th>Total Alt-4 Non-Hrs this month</th>
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<td>Cumulative Alternative hrs from prior month</td>
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<td>Cum Alt-4 hrs from prior month</td>
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<td>Cumulative Alternative hrs in program to date</td>
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<th>Total Clinical Hours (incl. couple, family and other, plus alternative hours this month)</th>
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<th>Total Supervision Hours this month</th>
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<td>Group</td>
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Student Signature: _______________________________  Supervisor Signature: _______________________________
Appendix R – CFT Community Mentor Affiliation Agreement

This Couple and Family Therapy Supervisor Agreement (the “Agreement”) is made and entered into this _____day of __________ 20__ (“Effective Date”), by and between The University of Louisville, an agency of the Commonwealth of Kentucky and an educational institution of higher learning, located in Louisville, Kentucky 40292 (“University”), through the Kent School of Social Work (the “Kent School”), and ______________ (“Supervisor/Mentor”), an individual and clinically licensed therapist with an address at ___________________ (“address”).

WHEREAS, students enrolled in the Kent School’s Couple and Family Therapy (“CFT”) Program may obtain practical learning and clinical experience at ___________ (“Facility”) pursuant to a Clinical Affiliation Agreement, the terms of which are incorporated herein by reference; and

WHEREAS, the Kent School wishes to establish a new feature to the CFT Program whereby clinically licensed therapists from the community will serve as /clinical consultants/supervisors/community mentors (“Individual CFT Supervisors/Mentors”) on a volunteer basis for each CFT student during the student’s advanced year in his or her practicum/internship for a twelve (12) month period and/or during one semester of the student’s foundation year in their practicum/internship; and

WHEREAS, Supervisor wishes to volunteer as an Individual CFT Supervisor/Mentor;

NOW, THEREFORE, in consideration of the premises and mutual covenants set forth herein, and other good and valuable consideration, the receipt and sufficiency of which is acknowledged, the parties hereby agree as follows:

1. **Supervisor/Mentor’s Responsibilities:** Supervisor/Mentor shall be responsible for the following:

   A. Uphold the American Association for Marriage and Family Therapy (“AAMFT”) Ethics Code
   B. Comply with Kentucky law and regulations governing the practice of couple/marriage and family therapy
   C. Comply with the Health Information Portability and Accountability Act (“HIPAA”)
   D. Maintain the confidentiality of the student, including, but not limited to, compliance with the Family Educational Rights and Privacy Act (“FERPA”) regarding the confidentiality of student records
   E. Maintain the confidentiality of the student’s clients and the student’s practicum/internship agency
   F. Establish informed consent for all aspects of supervision
   G. Provide the CFT program with proof of professional liability insurance
   H. Attend meetings held by the CFT Program for Individual CFT Supervisors/Mentors
   I. Attend meetings with the student on a weekly basis for a minimum of ____ hours at the Supervisor/Mentor’s office or other mutually agreeable location, and complete an evaluation of the student once a semester.
   J. Take immediate action and inform the Director of the CFT Program of any situation where the Supervisor/Mentor believes the actions of the student endangers patient care
2. Kent School’s Responsibilities: The Kent School shall be responsible for the following:
   
   A. Provide Supervisor/Mentor with information regarding the CFT Program and facilitate opportunities to meet with other faculty and mentors involved in the training of CFT students.
   
   B. Provide support and consultation of Individual CFT Supervisors/Community Mentors on an as needed basis.
   
   C. Provide formal recognition of Supervisor/Mentor’s role as an Individual CFT Supervisor/Mentor in the CFT Program on the Kent School website and in writing.
   
   D. Coordinate the evaluation of Individual CFT Supervisors/Mentors by trainees and provide Supervisors/Mentors with annual written feedback.

3. Class Publication Materials: Supervisor/Mentor may be asked to review materials created by the student that are intended for an audience of University affiliated participants (e.g. those other faculty, staff or students who might attend a project classroom presentation) and other materials that the student will complete as assignments for the CFT Program (collectively referred to as “Class Publication Materials”). Supervisor/Mentor acknowledges that Class Publication Materials may constitute student records within the meaning of University policies and/or FERPA. Supervisor/Mentor agrees to protect Class Publication Materials and will not disclose such records to a third party without the permission of the respective student, and to protect the identity of the respective student.

4. Term: This Agreement shall be for a term of one (1) year from the Effective Date (the “Term”) and may be extended for like periods (each a “Renewal Term”) upon the mutual written consent of the parties, unless otherwise terminated as set forth below.

5. Termination: Either party shall have the right to terminate this Agreement at any time and for any reason upon thirty (30) days prior written notice. A party may terminate this Agreement immediately if the other party should fail to observe, to comply with, or to perform any term, condition or covenant contained in this Agreement and such failure continues for ten (10) days after the non-defaulting party gives the defaulting party written notice thereof.

6. Insurance: Supervisor/Mentor shall acquire and maintain professional and general liability insurance appropriate for his or her own operations and for the risks associated with his or her activities and responsibilities under this Agreement, and provide proof of such insurance at University’s request.

7. Indemnity: Supervisor/Mentor hereby releases and forever discharges, and agrees to indemnify and hold harmless, University, its officers, trustees, employees and agents from and against any and all demands, causes of action and/or judgments of whatsoever nature, past or future, known or unknown, whether in contract or in tort, for personal injuries, property damage, payments, fees, expenses, or any other monies due or to become due, or damages of any kind or nature, arising out of or that in any way may result from Supervisor/Mentor’s performance under this Agreement.

8. Assignment: The parties agree not to assign this Agreement without the prior written consent of the other party, which consent shall not be unreasonably withheld, provided, however, that University may assign its rights and obligations under this Agreement to an entity wholly owned by University or to an entity under common ownership with University, effective upon notice.

9. Independent Contractor: In carrying out their responsibilities, the parties shall remain independent contractors, and nothing herein shall be interpreted or intended to create a partnership, joint venture,
employment, agency, franchise, or other form of agreement or relationship. The parties acknowledge and agree that no fees, charges or other payments have been or will be exchanged between each other in connection with this Agreement.

10. **Defense of Claims:** In the event there is a claim against University, the Kent School, a student or faculty member arising out of their performance under this Agreement, Supervisor/Mentor agrees to cooperate with University to investigate such claim and to obtain any information as may be required in defense.

11. **Choice of Law:** This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Kentucky.

12. **Contravention or Invalidity:** The parties agree that if any one of the provisions of this Agreement shall contravene or be held invalid under the laws of the Commonwealth of Kentucky, such contravention or invalidity shall not invalidate the entire Agreement, but it shall be construed as if not containing that particular provision or provisions, and the rights and obligations of the parties shall be construed accordingly.

13. **Notices:** All notices and other communications under this Agreement shall not be deemed valid unless given or served in writing to the addresses below, which may be changed from time to time by the parties, by overnight courier or U.S. mail, certified and postage prepaid.

   University:     Supervisor/Mentor:
   
   CFT Program Director ___________________
   Kent School of Social Work  ___________________
   310 N. Whittington Pkwy.  ___________________
   Louisville, KY 40222    ___________________

14. **Amendment:** This Agreement may only be amended by a writing signed by the parties.

15. **Entire Agreement:** This Agreement embodies the entire agreement and understanding of the parties hereto in respect of the subject matter hereof. This Agreement supersedes all prior agreements and understandings between the parties with respect to the transactions contemplated hereby.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the date first written above.

THE UNIVERSITY OF LOUISVILLE ______________________________

By: _________________________ [signature]

Director: Laura M. Frey, PhD. Director Couple and Family Therapy Program

Date: _________________________

By: _________________________ [signature]

Individual CFT Supervisor/Community Mentor Name and Title: ______________________________

Date: _________________________

By: _________________________ [signature]

Student Name: ______________________________________________________________

Date: _________________________

Updated July 2021
# Appendix S – Community Mentor Hour Log

## Monthly Community Mentor Meeting Log

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<th>Raw Data</th>
<th>Case Report</th>
<th>Profess. Development</th>
<th>Other (Describe)</th>
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<td>EXAMPLE .25</td>
<td>EXAMPLE .50 (Discussing ABFT)</td>
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Any questions for the CFT Program? __________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Student Signature: _________________________________________________________________________
Date: _________________________

Supervisor Signature: _______________________________________________________________________
Date: _________________________
Appendix T – Cultural Competency Journal Entry Instructions

Kent School CFT Program
Instructions for Cultural Competence Experience Journal Entry

Instructions: Once per semester, you are expected to attend the Kent School CFT Program Cultural Competence Consultation group, or another diversity training. By the end of each semester, after attending the consultation group or training, you will turn in a 1-2 page journal reflection to your CFT Group Supervisor responding to the following questions, informed by the Multicultural Therapy Competency Inventory-Client Version (Cole, Piercy, Wolfe, & West, 2014):

1. What cultural considerations were evident in the case presented/diversity training experience?
2. How familiar were you with the cultures presented in the case/experience prior to the case presentation or experience?
3. What values and beliefs are relevant for those cultural groups? (include a brief set of 2-5 citations to respond to this question-with full references at the end in APA style)
4. How do the values of the cultural groups represented by the clients(s)/experience compare to your own values?
5. What questions would you ask the client(s)/or clients from those cultural backgrounds to elicit their expectations for therapy?
6. How would you demonstrate an understanding that therapy needs to fit the client(s)’ cultural identities?
7. How would you demonstrate an understanding of the importance of looking beyond stereotypes to uncover what fits for the client(s)?
8. How could your personal biases potentially affect the client(s)?

References