



TEXAS A&M  
UNIVERSITY  
CENTRAL TEXAS

Texas A&M University – Central Texas  
MFT5392 Clinical Practicum II  
Summer 2018  
Tuesdays & Thursdays 8:00 am - 10:30 am  
Founder's Hall 309

**Instructor:** Hao-Min Chen, Ph.D.  
**Office:** Warrior Hall 318 N  
**Email:** hmchen@tamuct.edu  
**Office Hours:** Please email to schedule an appointment.

**Method of Instruction and Course Access:**

This course is a practice-oriented, hybrid course. Supplemental materials are made available online using the A&M-Central Texas Canvas Learning Management System [<https://tamuct.instructure.com>].

This course will be conducted primarily as a seminar and will include experiential components. For this process to be successful, students are expected to participate fully by reading assigned materials, attending class, and participating in class exercises and discussions in face-to-face class meetings, as well as within the Canvas environment

**Student-Instructor Interaction:** I will be available to meet to discuss and resolve class-related issues during my office hours. Please send an email so we can schedule an appointment during my office hours or other times that we both are available. I will also check and reply to emails during all office hours. Remember that there is only 1 of me and many of you, so allow at least 24 hours for a response.

**Class Decorum:** It is intended that the class environment will be conducive to increasing your knowledge about the topic and promoting self-discovery and personal growth. In order for that to occur, it is expected that every student be respectful of the thoughts, emotions, and behaviors of others in this course.

**911 Cellular:**

Emergency Warning System for Texas A&M University – Central Texas  
911Cellular is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in 911 Cellular through their myCT email account.

Connect at 911Cellular [<https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management>] to change where you receive your alerts or to opt out. By staying enrolled in 911Cellular, university officials can quickly pass on safety-related information, regardless of your location.

**COURSE INFORMATION**

**1.0 Course Overview**

This course is for the students to gain experience in marriage and family therapy by providing therapy services in the on-campus clinic or approved practicum sites while under class supervision of the Marriage and Family Therapy faculty. Students should demonstrate appropriate levels of competency, assessed through direct supervision, video supervision, as well as case conference, maintaining appropriate documentation of clinical work, and meeting clinical hours requirement as described in the departmental handbook. Prerequisite(s): MFT 5301, MFT 5307, MFT 5383, MFT 5391, MFT 5392 and MFT 5393. Students are required to gain a total of 500 clinical hours or more in order to pass this class.

**2.0 Intended Student Outcomes**

The syllabus is subject to change without notice to meet student, faculty, or other needs. Please refer to class announcements for possible adjustments.

Relevant Core Competencies (CCs) from the Commission on Accreditation of Marriage and Family Therapy Education (COAMFTE) are referenced. See Bb for the full list of COAMFTE CCs.

- 2.1** Students will demonstrate the ability to conceptualize client systems through a MFT lens.
  - a.** Students will describe members of client systems, including identified patient, significant others, relevant identifiers, and background information. Addresses CCs 1.3.2, 1.5.3, 2.3.7, and 5.3.2.
  - b.** Students will identify the client system's presenting problem. Addresses CCs 1.3.1 and 2.3.9.
  - c.** Students will analyze client systems using various MFT theoretical concepts of their choosing (e.g. Structural Therapy, Solution-Focused, Narrative, etc.) by developing appropriate hypotheses regarding the client system based on these concepts. Addresses CCs 1.1.1, 1.1.2, 1.2.1, 2.2.3, 2.3.8, 4.1.1, and 4.1.2.
  - d.** Students will discern potential areas of agreement or disagreement between the therapist and members of the client system. Addresses CC 2.3.9.
- 2.2** Students will clinically assess client systems.
  - a.** Students will assess an IP's mental status and diagnose them according to the latest version of the DSM. Addresses CCs 1.2.2, 2.1.1, 2.1.2, 2.1.5, 2.1.6, 2.3.1, and 2.3.4.
  - b.** Students will assess medical issues that should be considered in assessment and treatment. Addresses CCs 2.2.5 and 3.1.3.
  - c.** Students will assess crisis issues in assessment and treatment. Addresses CC 2.3.5.
  - d.** Students will assess relevant legal and ethical issues as they arise in therapy. Addresses CCs 3.3.6, 3.4.3, 5.1.1, 5.1.2, 5.1.4, 5.2.1, 5.3.4, 5.3.5, and 5.3.6.
  - e.** Students will recommend appropriate medical, psychiatric, or other support referrals as they arise in therapy. Addresses CCs 1.2.3, 2.2.4, and 3.5.2.
  - f.** Students will develop prognoses of client systems, appropriate treatment modalities, and appropriate frequency of therapy. Addresses CCs 1.3.2 and 2.1.2.
  - g.** Students will evaluate their assessment in light of contextual and systemic factors. Addresses CCs 2.4.1, 2.4.2, 2.4.3, and 2.4.4.
- 2.3** Students will develop a course of treatment for their clients.
  - a.** Students will apply an appropriate theory of therapy to use with specific client systems. Addresses CCs 1.1.2, 1.1.4, 1.3.2, 3.1.1, 4.1.1, 4.1.2, 4.3.1, 6.1.1, and 6.3.2.
  - b.** Students will perform initial therapeutic tasks with client systems, such as relationship building, assessment, diffusing crisis, referring as needed, building therapist and client goals, and initial interventions. Addresses CCs 1.1.3, 1.3.3, 1.3.6, 2.1.3, 2.1.4, 2.3.2, 2.3.3, 3.1.4, 3.3.2, 3.3.4, 3.3.6, 3.3.8, 3.4.3, 3.5.1, 4.2.1., 4.4.1, and 4.5.3.
  - c.** Students will perform working therapeutic tasks and interventions with client systems that assist clients with achieving and modifying therapeutic goals as needed. Addresses CCs 1.4.1, 2.3.2, 3.3.1, 3.3.3, 3.3.5, 4.2.1, 4.2.2, 4.3.3, 4.3.4, 4.3.5, 4.3.6, 4.3.8, 4.3.9, 4.4.1, 4.5.3, and 5.3.7.
  - d.** Students will perform closing therapeutic tasks and interventions, including completion of goals and appropriate termination. Addresses CCs 3.3.3, 3.3.9, 4.2.1, 4.3.3, 4.3.4, 4.3.5, 4.3.6, 4.3.8, 4.3.9, 4.3.11, 4.4.1, 4.5.3, and 4.4.5.
  - e.** Students will integrate client feedback into treatment planning. Addresses CC 3.2.1.
- 2.4** Students will complete appropriate documentation after each session.
  - a.** Students will report basic record keeping information including dates, confidential notation, and Current Procedural Terminology (CPT) billing codes. Addresses CCs 1.5.3, 3.1.2, and 5.5.4.
  - b.** Students will report current DSM symptoms including frequency, duration, and severity. Addresses CC 5.5.1.
  - c.** Students will report clients' progress towards goals. Addresses CCs 3.4.1, 4.4.3, and 4.4.5.
  - d.** Students will report interventions performed in session. Addresses CCs 4.3.2 and 4.3.6.
  - e.** Students will report client response to interventions and subsequent modifications. Addresses CCs 1.3.7, 3.2.1, 4.4.2, and 4.4.4.

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- f. Students will report responses to crises that arise in session. Addresses CCs 2.3.5, 5.1.4, 5.2.1, 5.2.2, 5.3.1, 5.3.4, 5.3.5, and 5.3.6.
- g. Students will report documentation in accordance with legal and ethical obligations (e.g. HIPAA-compliant). Addresses CCs 1.5.2 and 1.5.3.
- h. Students will report and integrate supervisor feedback, especially in regards to legal and/or ethical issues. Addresses CCs 2.5.1, 4.3.12, 5.2.3, 5.2.4, 5.5.2, 1.3.8, 3.3.7, and 4.5.1.

### 3.0 Ethics

Students are expected to conduct themselves in a professional and ethical manner at all times. They are expected to maintain confidentiality of all information related to clients, as well as all information related to cases presented in practicum/internship classes. This is the student's responsibility regardless of procedures in place at the site. Students are responsible to know and follow legal and ethical confidentiality practices of the field placement site, as well as applicable codes of ethics. Knowledge of HIPAA and/or FERPA is expected. In addition, students shall not use any client identifying information in any practicum/internship documentation, including tapes. Students shall secure tapes and other client information that may be necessary for class in a way that is secure, legal, and ethical. Tapes, transcripts, case studies, or other client information used for class shall be destroyed in an appropriate manner (i.e., shredding) as soon as they have been evaluated unless it is the policy of the site to maintain and secure all tapes. Any questions regarding confidentiality must be discussed with the university instructor as well as the site supervisor.

Committing an ethical violation during practicum/internship would have academic consequences. At minimum, the supervisor's evaluation (which includes an ethics component) will reflect the ethical violation(s). Depending on the severity of the violation, the student's response to becoming aware of the violation, and other circumstances, an ethical breach could potentially result in failure of the course.

All students must have appropriate liability insurance for the duration of their practicum experience or their hours will not be counted

### 4.0 Required Reading

The purpose of this course is for gaining experience; students should already have sufficient knowledge on theory and technique to begin practice. As such, there are no required textbooks for this course. Following texts are recommended, not required. The professor may also instruct students to read additional materials on topics relevant to cases they are treating for the purpose of better client care.

#### Recommended texts:

American Psychiatric Association. (2013). *Diagnostic and Statistical Manual of Mental Disorders* (5<sup>th</sup> ed., text revision). Washington, DC: Author.

Gehart, D. R., & Tuttle, A. R. (2003). *Theory-based treatment planning for marriage and family therapists: Integrating theory and practice*. Pacific Grove, CA: Brooks/Cole-Thomson Learning.

## COURSE REQUIREMENTS

### 5.0 Course Requirements

All writing submitted to the professor should be a final draft, free of spelling, grammatical, stylistic, and typographical errors. Students are encouraged to allow ample time for writing, keeping in mind the frequency of computer glitches. More than two unexcused absences from classes will result in *at least* a letter grade deduction. If you experience any difficulty attending the class, please talk to the instructor as soon as possible.

#### **Assignments:**

The syllabus is subject to change without notice to meet student, faculty, or other needs. Please refer to class announcements for possible adjustments.

- 5.1 Case Presentations-** Each student should sign up for 1 formal presentation (with written handouts) and 1 informal presentation (with only oral presentation) at the first day of class. This assignment is intended for the student to learn how to analyze and summarize current clinical cases from their practicum site. The student is also expected to identify current needs/issues and present it orally for peer consultation and feedback. The instructions for this assignment are below. Students are expected prepare two case presentations about two current clients. Full names should NOT be used in this assignment, please use initial instead. The written portion should contain: Genogram, relevant demographic information, assessment/diagnostic evaluation, individual, couple, or family strengths, theoretical model(s) applied to case and course of treatment, and assistance needed. The written portion should be available during your presentation. All students are expected to actively participate in the discussion with questions, comments, observations, and suggestions. (Addresses Student Outcome 2.1 & 2.2)
- 5.2 Individual Supervision-** Students should sign up for individual supervision times with the faculty to review their current cases, required paperwork, and issues relating to their clinical performance. (Addresses Student Outcome 2.1, 2.2, 2.3, & 2.4)
- 5.3 Required Paperwork-** Students should complete all required clinical paperwork from the program and department.
- 5.4 Supervisor Evaluation-**The faculty supervisor will meet with students for individual or group supervision each week and will sign off on time sheets as well. Both faculty and site supervisors are required to submit a grade on the TAMUCT evaluation and grade sheet for the student at the end of the practicum experience. Faculty and site-supervisor evaluations are averaged together for a final score. (Addresses Student Outcome 2.1, 2.2, 2.3, & 2.4)
- 5.5 Liability Insurance -** All students must have appropriate liability insurance. Practicing without liability insurance is grounds for failing the course and disqualify from the program. (Addresses 2.4)
- 5.0 Grading Criteria Rubric and Conversion**  
This class is designated as a pass/fail course.
- 6.0 Posting of Grades**  
All student grades will be posted on the Gradebook. Students should monitor their grade status.

## TECHNOLOGY

### 7.0 Technology Requirements and Support

#### Requirements

This course will use the TAMUCT Instructure Canvas learning management system.

Logon to TAMUCT Canvas [<https://tamuct.instructure.com>]

Username: Your MyCT username

(xx123 or everything before the "@" in your MyCT e-mail address)

Password: Your MyCT password

#### Technology Support.

For log-in problems, students should contact Help Desk Central.

24 hours a day, 7 days a week:

Email: [helpdesk@tamu.edu](mailto:helpdesk@tamu.edu)

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): [<http://hdc.tamu.edu>]

*Please let the support technician know you are an A&M-Central Texas student.*

For issues with **Canvas**, select "chat with Canvas support," submit a support request to Canvas Tier 1, or call the

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Canvas support line: 1-844-757-0953, links to all are found inside of Canvas using the “Help” link. For issues related to course content and requirements, contact your instructor.

## 8.0 Tentative Course Calendar

Please see attached.

### UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

#### **Drop Policy.**

If you discover that you need to drop this class, you must complete a [Drop Request Form](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf) [https://www.tamuct.edu/registrar/docs/Drop\_Request\_Form.pdf].

Professors cannot drop students; this is always the responsibility of the student. The Registrar’s Office will provide a deadline on the University Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar’s Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar’s Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

#### **Academic Integrity.**

Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student’s academic performance and includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student’s work, collusion, and the abuse of resource materials. All academic misconduct concerns will be reported to the university’s Office of Student Conduct. Ignorance of the university’s standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

#### **Academic Accommodations.**

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier free education. The Department of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the University’s programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Department of Access and Inclusion at (254) 501-5831. Any information you provide is private and confidential and will be treated as such.

For more information please visit our [Access & Inclusion](https://www.tamuct.edu/student-affairs/access-inclusion.html) webpage [https://www.tamuct.edu/student-affairs/access-inclusion.html].

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and guidance from US Department of Education’s Office of Civil Rights, the Dean of Student Affairs’ Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. For more information, please visit <https://www.tamuct.departments/index.php>. Students may also contact the institution’s Title IX Coordinator. If you would like to read more about these [requirements and guidelines online](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf), please visit the website [http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].

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**Tutoring.**

Tutoring is available to all A&M-Central Texas students, both on-campus and online. On-campus subjects tutored include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, or any other question, contact Academic Support Programs at 254-519-5796, or by emailing Larry Davis at [Imdavis@tamuct.edu](mailto:Imdavis@tamuct.edu).

Chat live with a tutor 24/7 for almost any subject on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log-in and receive FREE online tutoring and writing support. This tool provides tutoring in over forty subject areas. Access Tutor.com through Canvas.

**The University Writing Center.**

Located in 416 Warrior Hall, the University Writing Center (UWC) at Texas A&M University-Central Texas is a free workspace open to all TAMUCT students from 10am-5pm Monday-Thursday with satellite hours in the University Library on Mondays from 6:00-9:00pm. Students may arrange a one-on-one session with a trained and experienced writing tutor by visiting the UWC during normal operating hours (both half-hour and hour sessions are available) or by making an appointment via [WCOnline](https://tamuct.mywconline.com/) [<https://tamuct.mywconline.com/>]. In addition, you can email Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu) to schedule an online tutoring session. Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the University Writing Center is here to help!

If you have any questions about the University Writing Center, please do not hesitate to contact Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu).

**University Library.**

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 72,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On-campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available twenty-four hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [Library website](https://tamuct.libguides.com/) [<https://tamuct.libguides.com/>].

**A Note about Sexual Violence at A&M-Central Texas.**

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at A&M-Central

Texas, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Counseling Services (254-501-5956) located on the second floor of Warrior Hall.

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don't agree with their behaviors and tell survivors we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the [Title IX webpage](https://www.tamuct.edu/departments/compliance/titleix.php) [https://www.tamuct.edu/departments/compliance/titleix.php].

#### **9.0 Absences and Grading**

Absences from classes will result in grade deduction.