

MFT 5394 - 110 Clinical Practicum IV  
Spring 2020  
Texas A&M University – Central Texas

Course Dates, Modality, and Location:

Course Dates: **Thursday 8:00 am** - 10:45 am, Jan 13, 2020 - May 8, 2020.

Location: **WH 303 A**

Modality: This is a blended course which meets face-to-face and online. Please refer to class calendar for specific dates/times that course meets online. This course utilizes the A&M-Central Texas Canvas Learning Management System [<https://tamuct.instructure.com>]. It 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.

Instructor and Contact Information:

Instructor: Hao-Min Chen, Ph.D.

Office: WH 318 J

Email: [hmchen@tamuct.edu](mailto:hmchen@tamuct.edu)

Face-to-face Office Hours: Wednesday 11am- 4pm. Please email for appointment.

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 on a regular basis. Remember that there is only 1 of me and many of you, so please allow at least 1-2 business days for a response.

Warrior Shield:

Emergency Warning System for Texas A&M University-Central Texas

Warrior Shield 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 Warrior Shield through their myCT email account.

Connect to Warrior Shield by 911Cellular [<https://portal.publicsafetycloud.net/Account/Login>] to change where you receive your alerts or to opt out. By staying enrolled in Warrior Shield, university officials can quickly pass on safety-related information, regardless of your location.

## COURSE INFORMATION

### 1.0 Course Overview and Description & Course Objective

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

Students will:

1. Demonstrate basic and systemic therapeutic techniques. (SLO-2)
2. Assess how contextual issues affect individual lives and relational dynamics. (SLO-3)
3. Formulate and execute treatment plans based on individual issues, relational dynamics, and contextual issues. (SLO-4)
4. Assess the influence of their social location and personal experiences on the conceptualization and intervention of cases. (SLO-5)

Class relevant Core Competencies (CCs) from the Commission on Accreditation of Marriage and Family Therapy Education (COAMFTE) are:

2.1 Students will demonstrate the ability to conceptualize client systems through a MFT lens.

2.1.2.1 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.

2.1.2.2 Students will identify the client system's presenting problem. Addresses CCs 1.3.1 and 2.3.9.

2.1.2.3 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.

2.2 Students will clinically assess client systems.

2.1..1 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.

2.1..2 Students will assess medical issues that should be considered in assessment and treatment. Addresses CCs 2.2.5 and 3.1.3.

2.1..3 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.

2.1..4 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.

2.1..5 Students will develop prognoses of client systems, appropriate treatment modalities, and appropriate frequency of therapy. Addresses CCs 1.3.2, 1.4.1 and 2.1.2.

2.1..6 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 critically analyze and further develop their approach to therapy.

2.1..1 Students will analyze how MFT theories are used with various client and contraindications of use of theories. Addresses CCs 1.1.1, 1.1.2, 1.1.4, 2.1.6, 2.3.3, 2.4.2, 3.1.1, 4.1.1, 4.1.2, 4.2.1, 4.3.1, 4.5.3, and 5.3.8.

2.1..2 Students will articulate how change occurs based on use of theories. Addresses CCs 2.2.1, 3.3.3, 4.2.2, and 4.3.1

2.1..3 Students will consider how client factors and contextual factors influence student's therapeutic approach Address CCs 1.2.1, 1.2.2, 2.1.1, 2.1.2, 2.2.3, 4.3.1, 4.5.2, and 5.4.2.

2.1..4 Students will define their role in the therapeutic process. Addresses CCs. 1.3.6, 3.5.1, 5.3.10, and 5.4.2.

2.4 Students will assess the influence of their social location and personal experiences on the conceptualization and intervention of cases.

2.1..5 Students will identify their social location. Addresses CCs 1.2.1 and 3.4.5

2.1..6 Students will be conscious of and analyze their reactions and interactions with clients. Addresses CCs 3.4.5, 5.3.10, and 5.4.2.

2.1..7 Students will articulate how social location and personal experiences influences therapeutic work. Addresses CCs 3.4.5, 5.3.10, 5.4.2, and 5.5.2.

2.5 Students will complete program practicum requirements legally, ethically, and competently.

2.1..8 Students will comply with federal, state, and local laws regarding necessary client contact practicum hours, liability insurance, HIPAA, etc. Addresses CCs 5.1.1 and 5.3.9.

2.1..9 Students will understand and explain the rules and practices of their practicum sites Address CCs 1.3.4 and 5.1.3.

2.1..10 Students will report documentation in accordance with legal and ethical obligations (e.g. HIPAA compliant). Addresses CCs 1.5.2 and 1.5.3.

2.1..11 Students will solicit and integrate supervisor feedback. Addresses CCs 2.5.1, 4.3.12, 4.5.1, 5.2.4, 5.5.2, and 5.5.3.

### 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 clinical 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* (5th 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 instructor 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. Late assignments will not be accepted. Extension of assignments will only be given to legitimate reasons as the ones listed under excused absences. See 9.0 Absence and Grading of this syllabus for more details.

Attending group and individual supervision is ethical and crucial for beginning therapists. More than one unexcused absences from classes will result in failing this course. If you experience any difficulty attending the class, please talk to the instructor as soon as possible.

Assignments:

5.1 Case Presentation - 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. Each presentation should include information about one of your current cases to the practicum group, including a 10 minute video segment or a live session, for group review. The case presentation format should follow the class handout. 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.

In total, students are expected to prepare two separate case presentations for group supervision. Client identifying information such as full names should NOT be used in this assignment. Please use initial or fake name 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. See class handout for required format. All students in the class are expected to actively participate in the discussion with questions, comments, observations, and suggestions. Grade of this assignment: Pass/Fail. (Addresses Student Outcome1-4)

5.2 Individual Supervision - Students should sign up for individual supervisions with the faculty to review their current cases, required paperwork, and issues relating to their clinical performance. Attending supervision is important and ethical for student therapists. Missed supervision due to excused absence has to be rescheduled. Failure to attend will result in failing this course. Grade of this assignment: Pass/Fail. (Addresses Student Outcome 1-4)

5.3 Required Paperwork - Students are required to complete clinical hour logs each week and obtain faculty and clinical supervisor's signatures at least on a monthly basis. Students must complete all paperwork required by the program and department. Failure to complete required paperwork on a timely manner is unethical. Grade of this assignment: Pass/Fail. (Addresses Student Outcome 1-4)

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. Students must attempt to schedule clients during Practicum hours to receive live supervision that will be used in the evaluation process. If unable to schedule live sessions, students will be required to submit recordings of sessions that will be used in the evaluation process. 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. Semester grade of this practicum class will depend on the faculty supervisor's evaluation. (Addresses Student Outcome 1-4)

5.5 Treatment Plan - The treatment plan is a detailed plan of treatment that targets specific symptoms using a specific theory. It considers contextual and diversity issues as well as three main components (Addresses Student Outcome 1-4) :

- Therapeutic tasks: Developing a therapeutic relationship, assessment, monitoring progress, etc.
- Client goals: Specific changes in personal and interpersonal dynamics to improve symptoms
- Interventions: Theory specific interventions to achieve therapeutic tasks and client goals
- Specifically, the Treatment Plan consists of the following sections:
  - a. Presenting Problem
  - b. Assessment/Diagnosis
  - c. Referral
  - d. Choice of Theory and Configuration
  - e. Goals
  - f. Interventions
  - g. Client's strengths

Grade of this assignment: Pass/Fail. Students will be graded based on their level of completion of each component described above. Please see class handout for a sample of a "good and completed" treatment plan.

5.6 Liability Insurance - All students must have appropriate liability insurance. Practicing without liability insurance is grounds for failing the course and disqualify from the program. Grade of this assignment: Pass/Fail

## 6.0 Grading Criteria Rubric and Conversion

This class is designated as a pass/fail course. In order to receive a pass of this course, students have to receive pass of ALL assignments described above.

If students have any concerns or difficulties completing the class tasks/assignments, please talk with the Professor at least two weeks before each deadline so that she can provide individualized assistance or discuss alternative assignments. In general, students receive oral or written feedback on their assignments within 1 month of their submission.

## Posting of Grades

Student grades will be posted on the Gradebook. Students should monitor their grade status.

7.0 Tentative Course Outline and Calendar: Please see attached/Canvas posting.

8.0 Important University Dates: Please see <https://www.tamuct.edu/registrar/academic-calendar.html>

## TECHNOLOGY REQUIREMENTS AND SUPPORT

### Technology Requirements

This course will use the A&M-Central Texas Instructure Canvas learning management system. The latest versions of Chrome or Firefox browsers are strongly recommended. Canvas no longer supports any version of Internet Explorer.

Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com/>] or access Canvas through the TAMUCT Online link in myCT [<https://tamuct.onecampus.com/>]. You will log in through our Microsoft portal.

Username: Your MyCT email address. Password: Your MyCT password

### Canvas Support

Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select “Chat with Canvas Support,” submit a support request through “Report a Problem,” or call the Canvas support line: 1-844-757-0953.

For issues related to course content and requirements, contact your instructor.

### Other 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>]

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

## COURSE AND UNIVERSITY PROCEDURES AND POLICIES

University Resources, Procedure, 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 Academic 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.

For more information regarding the Student Conduct process, [<https://tamuct.campuslabs.com/engage/organization/tamuct-student-conduct-panel>]. If you know of potential honor violations by other students, you may submit a report, [[https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout\\_id=0](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0)].

#### 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 Office 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 Office of Access and Inclusion, WH-212; or call (254) 501-5836. Any information you provide is private and confidential and will be treated as such.

For more information please visit our Access & Inclusion Canvas page (log-in required) [<https://tamuct.instructure.com/courses/717>]

#### Important information for Pregnant and/or Parenting Students.

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related 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. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit the Student Affairs web page [<https://www.tamuct.edu/student-affairs/index.html>]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these requirements and guidelines online, please visit the website [<http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf>].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Associate Dean in the Division of Student Affairs at (254) 501-5909 to seek out assistance. Students may also contact the University's Title IX Coordinator.

#### Tutoring.

Tutoring is available to all A&M-Central Texas students, both on-campus and online. Subjects tutored on campus include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111. Tutor.com tutoring will not offer writing support beginning August 1, 2019, but will continue to offer other tutoring support.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, or have any other question, contact Academic Support Programs at (254) 501-5836, visit the Office of Student Success at 212F Warrior Hall, or by emailing [studentsuccess@tamuct.edu](mailto:studentsuccess@tamuct.edu) .

Chat live with a tutor 24/7 for almost any subject from on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log in and receive online tutoring support at no additional cost. This tool provides tutoring in over 40 subject areas. Access Tutor.com through Canvas.

#### University Writing Center.

Located in Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University–Central Texas (TAMUCT) is a free workspace open to all TAMUCT students from 10:00 a.m.-5:00 p.m. Monday thru Thursday with satellite hours in the University Library Monday thru Thursday from 6:00-9:00 p.m. This semester, the UWC is also offering online only hours from 12:00-3:00 p.m. on Saturdays.

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 UWC is here to help!

Students may arrange a one-to-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/>]. In addition, you can email Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu) if you have any questions about the UWC and/or need any assistance with scheduling.

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 85,000 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 24 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 [<http://tamuct.libguides.com/index>].

INSTRUCTOR POLICIES

### 9.0 Absences and Grading

As mentioned earlier, attending class is crucial for student therapists. More than one unexcused absence from class will result in failing this course. Examples of excused absences can include injury or illness that is too severe or contagious, illness of a dependent family member, religious holiday, etc. Please see <https://student-rules.tamu.edu/rule07/> for details. Students are responsible to notify the instructor about their (expected or unexpected) absence as soon as possible.

### 10.0 Copyright Notice

Students should assume that all course material is copyrighted by the respective author(s). Reproduction of course material is prohibited without consent by the author and/or course instructor. Violation of copyright is against the law and Texas A&M University-Central Texas' Code of Academic Honesty. All alleged violations will be reported to the Office of Student Conduct.

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