



MARRIAGE AND FAMILY THERAPY HANDBOOK

2024-2026

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INTRODUCTION

Touro University Worldwide is a non-profit institution of higher learning. Touro University Worldwide is an Equal Opportunity Institution. Touro College and University System was chartered by the Board of Regents of the state of New York in June of 1970.

Accreditation

Regional Accreditation

The University is accredited by the *Western Association of Schools and Colleges Senior College and University Commission (WSCUC)*: 1080 Marina Village Parkway, Suite 500, Alameda, CA 94501. WASC Senior College and University Commission: <https://www.wscuc.org/>

Touro University Worldwide on WSCUC website:

https://www.wscuc.org/directory/?fwp_post_title=Touro%20University%20Worldwide

Specialty Accreditation

The Marriage & Family Therapy graduate degree program at Touro University Worldwide is approved by the California Board of Behavior Sciences (BBS) and is designed so that graduates are eligible for MFT Licensure in the State of California (and most other states) without requiring any additional coursework. California BBS: <https://www.bbs.ca.gov/>

The MFT Program has three tracks. The MFT program clinical track 1 at Touro University Worldwide (TUW) is the only track accredited by the Commission on Accreditation for Marriage and Family Therapy Education ([COAMFTE](#)).

Governance

Touro University Worldwide is part of the Touro College University System (TCUS), which has a full governing board with Board of Trustees (BOT). The BOT has given the TUW Chief Executive Officer the authority and autonomy on all academic, administrative, and financial matters pertaining to TUW. In addition, the MFT program falls under the School of Behavioral and Applied Sciences, where Jacqueline Jemmott, PhD, serves as the School Director, Masha Godkin, PsyD, serves as MFT Program Director and James Hartsell, PhD, JD, LMFT, AAMFT Approved Supervisor serves as the MFT Assistant Director/Practicum Coordinator.

The University has a variety of mechanisms that are used to aid in faculty and student governance. In addition to the university administration, the university utilizes Academic Council meetings, School and Director Meetings, as well as program specific meetings. The MFT program meets formally, 1-2 times per term, and the School Director, Program Director, and/or Assistant Program Director/Practicum Coordinator also schedules individual meetings with faculty on an as-needed basis regarding the overall MFT program and faculty performance, as well as formally on an annual basis. Likewise, Core faculty serve as leaders to Non-Clinical Faculty, as they provide leadership regarding course development, curriculum, and clinical supervision. In addition, TUW has multiple committees that faculty may be involved to include the Academic Council.

The MFT program also hosts meetings with students formally twice each term, and students may meet regularly with advisors, Assistant Program Director, and Program Director. TUW views feedback from students to be critical to program evaluation. Therefore, there are students that serve as MFT Advisory Committee members for the MFT program that assist in providing feedback to the MFT program.

Likewise, all students have access to student support services as well as have the ability to provide formal and informal feedback to the program. Please see MFT Program Leadership sections located further in the handbook for additional information.

History of the University

Touro University Worldwide is part of the Touro University System. The Touro University System was established in New York City in 1970 by Bernard Lander, PhD, LHD, as a Jewish- sponsored independent, non-profit institution of higher and professional education primarily to enrich the Jewish heritage and serve the larger American and worldwide community. More than 23,000 students are currently enrolled in its various campuses' schools and divisions.

Touro University Worldwide, in keeping with the system's founding mission and principles, prides itself on its Judaic foundation and the values that it represents. Those values involve a commitment to all communities, intellectual pursuit, and service to society and the underserved.

History of Online Degree Programs

Touro University System has had a long track record in offering high quality online degree programs in professional fields at the Bachelor, Master, and Doctorate levels. Touro University International (TUI) was founded in 1998 by Dr. Yoram Neumann and Dr. Edith Neumann and was the first university in the world to offer a regionally accredited PhD program online with no residency requirements.

Drs. Neumann, the founders, led TUI for 11 years (1998-2009). At that time, TUI had graduated 14,000 proud alumni. From no courses in 1998, TUI offered more than 50,000 courses in 2009. In 2007, TUI was sold to a private equity group. Touro University Worldwide (TUW) was founded in 2008 by Dr. Bernard Luskin to replace the void that the sale of TUI had created. Drs. Neumann, the founders of TUI, returned to Touro in July 2012 and assumed the leadership of Touro University Worldwide.

MISSION

The mission of Touro University Worldwide (TUW) is to offer online degree programs to serve the needs of adult learners (service to society), professionals (intellectual pursuit), and service to all communities in an ever-changing academic environment. TUW is committed to offering doctoral, graduate, bachelor and associate degree programs to support this mission. The mission is also shared through the campus-based undergraduate education programs at [Touro College Los Angeles Division](#) which serves components of the Jewish community. Together, the campus based and online programs contribute to the achievement of the overall Touro core values driving this mission to provide opportunities for all communities, providing service to society and achievement of the overall Touro University Worldwide student success.

Institutional Goals

- To respond to the professional and career advancement need of adult learners
- To respond to the need of the underserved
- To respond to the career advancement need of professionals
- To attain program learning outcomes by using problem-based, project-based and interactive practitioner-scholar learning model and assessment
- To recruit and retain high quality faculty with proven track record in the practitioner-scholar learning model
- To develop and implement a learner-centered environment resulting in high retention rates and high graduation rates
- To demonstrate that program's graduates are satisfied with their quality of learning experience
- To continuously improve the quality of the programs and support services

Institutional Learning Outcomes (ILO)

Students who complete the program of study at TUW will be able to:

1. Demonstrate the ability to communicate effectively through listening, speaking, reading, writing and use of technology and media.
2. Display mastery of knowledge and skills in the discipline of study.
3. Demonstrate cultural awareness to be a responsible citizen in a global society and world.
4. Demonstrate the ability to exercise problem-solving skills, such as problem identification and analysis, and solution formulation, implementation, and assessment- using an integrated approach.
5. Exhibit the ability to think critically and utilize research and critical thinking to solve real life problems.
6. Use collaboration and group processes to achieve a common goal.
7. Demonstrate professional ethics and practice academic integrity.
8. Demonstrate commitment to lifelong learning and Information Literacy.

MFT Program Mission

TUW's mission is to provide academic and professional clinical training to students to become competent, ethical, relationally sensitive, and systems-oriented marriage and family therapists who can effectively assess, diagnose, and treat ever-changing communities of individuals, couples and families. The program is conceptually grounded by the scientist-practitioner model, preparing students who will be capable of making unique contributions to the field of marriage and family therapy.

MFT Program Goals

1. To graduate students that are able to deliver MFT clinical services competently.
2. To graduate students that possess a working knowledge of the AAMFT Code of Ethics and other applicable regulatory requirements, and the ability to apply ethical and regulatory standards in clinical practice.
3. To graduate students that are culturally aware and prepared to work with diverse populations.

4. To graduate students that are prepared to utilize systemic orientation when working with clients.
5. To graduate students that are prepared to utilize a scientist practitioner perspective, in that they understand research and implications for clinical treatment.

COAMFTE STANDARDS

In 2018, Touro University Worldwide's MFT program decided to pursue specialty accreditation from the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE). COAMFTE is the accrediting body for graduate programs in the field of Marriage and Family Therapy. COAMFTE provides guidelines for the standardization of MFT training and education across the nation and has been regarded as the gold standard in the field, in terms of best practices. Likewise, COAMFTE aligns well with most state licensing boards in terms of stipulating minimal guidelines for educational requirements needed to become an MFT. Touro University Worldwide was officially granted initial accreditation from COAMFTE, for its MFT Clinical Track (1), which started May 2020 and goes through May 2026. This accreditation, ensures that students on this particular clinical track receive training that will prepare them for their career as an MFT. It also provides an educational framework that is comprehensive and that is focused on established linkages between a MFT program's mission, goals, and student learning outcomes.

COAMFTE Student Learning Outcomes Linked to Program Goals

1. MFT students comprehend and demonstrate MFT conceptual, perceptual, executive, evaluative, professional, and theoretical skills.
2. MFT students comprehend the AAMFT Code of Ethics and other applicable regulatory requirements and are able to apply them in clinical practice.
3. MFT students are aware of and understand cultural diversity and implications for clinical work.
4. MFT students possess a systemic orientation and are prepared to use this framework when engaging in clinical work.
5. MFT students possess the skills to analyze and apply scientific research relevant to the field of MFT.

BENEFITS OF A TUW COAMFTE ACCREDITED MFT PROGRAM

Embedded within the Touro University Worldwide (TUW) School of Behavioral and Applied Sciences (SBAS), the Master of Arts in Marriage and Family Therapy (MFT) degree program has been in existence since 2012, and is approved by the California Board of Behavioral Sciences. The MFT Clinical Track Program (1) is the only MFT track approved by the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE) in May of 2020. In this professional program, you will have an opportunity to learn Marriage and Family Therapy and counseling.

MFT Clinical Track: With a Master's Degree in MFT (Clinical Track-1), followed by supervised clinical experience, you will be eligible to sit for the license exam to practice independently as a Licensed Marriage and Family Therapist (LMFT) in California, and most other states in the United States, based on where you complete your clinical hours and where you plan to pursue your state license. The added benefit of completing a degree at an academic institution that is accredited by COAMFTE is that

students will have a degree that is streamlined with standards that are similar to most states. In addition, the multiple accreditations from COAMFTE, BBS, WSCUC coupled with TUW's Mission, foster a trajectory of quality and excellence. Thus making the degree portability and recognized. However, students are still required to ensure that the coursework and practicum experience at TUW meets the educational requirements for their respective state (*see section in handbook about [portability](#)*).

Marriage and Family Therapists are mental health practitioners who are specifically trained to help individuals, couples, and families improve and maintain healthy relationships. With the LMFT license, you can help children, adolescents, and adults with a variety of problems. You can treat individuals, couples, families, groups, and larger systems; work in private practice by yourself or with a group; work in community clinics, residential treatment centers and hospitals or you can consult, develop and manage programs based on the licensing laws of the state that governs clinical practice. As an LMFT, you will be a psychotherapist by law and may be paid for your services directly or by Insurance as appropriate.

Please note: The TUW MFT program is approved by the California Board of Behavioral Sciences (BBS) for our students to seek licensure as a Marriage and Family Therapist (MFT) and/or Licensed Professional Clinical Counselor (LPCC) in California.

Students applying for a clinical license in MFT, LPCC, (or any other mental health related field) outside of California must confirm that the coursework and practicum experiences at TUW will fulfill requirements for that respective state. The MFT team is here to support students with this process and help guide students, but it is ultimately the responsibility of the student. In some cases, there may be additional courses or practicum requirements that may be needed either before or after graduation, (see section within this handbook about [portability](#)).

Other MFT Tracks (Not accredited by COAMFTE)

LPCC Track 2: At TUW, we also have the option for students to pursue the Licensed Professional Clinical Counselor (LPCC) track 2. **Students must take the COAMFTE Approved Clinical track of the Marriage and Family Therapy program and achieve all the requirements before being eligible for the LPCC track. The MFT clinical program combined with the LPCC track is approved by the CA BBS.** This track is for students who may plan to pursue the LPCC License in California, in addition to the MFT License or instead of the MFT License. A graduate, who completes this track, completes the approved COAMFTE MFT Clinical Track along with four (4) additional courses for the LPCC designation. The four courses (**MFT 650 thru MFT 698**) **must be taken before or in conjunction with the MFT640 series.**

Students outside the state of California can also pursue the LPCC track at TUW, but they will need to first check their state board requirements, as each state has various rules and regulations regarding the educational and clinical requirements for LPCC. Some states may not have a LPCC option, and some states may have what may be referred to as the LPC (Licensed Professional Counselor) or LMHC (Licensed Mental Health Counselor) designation, which may or may not be congruent with TUW's LPCC track. Further, some states may allow the practicum series of courses that you take as a MFT student to apply for both the MFT and LPCC designation (such as what is currently offered in California) but some states will not accept the same practicum and may, in fact

require a separate practicum beyond what is completed in the standard MFT program. In addition, some states may require a different set of credentials for the person that completes the supervision at the internship site. All of this must be considered before selecting the LPCC track (see section within this handbook about [portability](#)).

MFT Non-Clinical Track 3: The non-clinical track is for students not interested in pursuing licensure as a MFT or LPCC. Students who complete the non-clinical track, may decide to pursue a career where they work with and/or on behalf of individuals, couples, and families in a way that does not require a clinical license. The non-clinical degree does not lead to a clinical license or credential. Further, the non-clinical track is not COAMFTE accredited or educational requirements approved by BBS for LPCC, as this track does not include the clinical component.

HOW TO USE MFT HANDBOOK & OTHER TUW PERTINENT PUBLICATIONS

This MFT Handbook contains the policies and procedures for the Master's Degree program in MFT and its associated tracks, which is a contract for your performance in the program. It will also guide you through the academic and experiential requirements for the MFT license and will address questions you may have about the exam process. **READ THIS HANDBOOK CAREFULLY** and become familiar with its contents, consult it every time you have any questions.

In addition, please read these publications that contain useful information for your success in the graduate program:

1. The TUW Catalog for your year of entry to the MFT Program (available at <https://www.tuw.edu/students/university-catalog/>)
2. Please read and participate in TUW's online Orientation video sections within your student portal
3. Laws and Regulations Relating to the Licensure Process of the Marriage and Family Therapy, published by the Board of Behavioral Sciences (see BBS: <https://www.bbs.ca.gov/pdf/publications/lawsregs.pdf>)
4. Non-California students should reference the rules and regulations for your intended state of licensure by visiting your state board (see AMFTRB, <https://amftrb.org/state-board-members/>)
5. MFT Training and program accreditation information (see COAMFTE at https://www.coamfte.org/COAMFTE/COAMFTE_Resources/Events_and_Training/COAMFTE/Resources/COAMFTE_Webinar.aspx?hkey=fcb70873-8136-4045-abc4-dcb0ae905c4d)
6. General information regarding the field of MFT (see AAMFT: <https://www.aamft.org/>)

LEGAL NOTIFICATION

Applicants seeking the MFT license must graduate with a qualifying degree that has been approved by the BBS for the state of California. At TUW, that program is the M.A. in MFT clinical track 1 or 2. **We are required by law to notify you that:**

The Master of Arts in Marriage and Family Therapy (MFT) degree is designed to meet the education requirements of Sections 4980.36 of the Business and Professions Code of the State of California, leading to licensure as a Licensed Marriage and Family Therapist. In addition, the MFT degree is designed to meet the education requirements of Sections 4999.33, 34, 36 of the Business and Professions Code of the State of California for licensure as a Licensed Professional. Additional States are substantially similar and most states accept the BBS of California requirements. TUW MFT Program is approved by the BBS of California.

The TUW MFT Program is also approved by The State Education Department / The University of the State of New York / Albany, NY 12234 - Division of Professional Education - Professional Education Program Review - Education Building - 89 Washington Avenue, 2nd Floor, West Wing - Albany, NY 12234 - Tel. (518) 486-2967 - Fax (518) 473-0114.

TUW CENTRAL ADMINISTRATION LEADERSHIP

Roy Finaly, DMgt, MBA

Interim Chief Executive Officer and Chief Operating Officer
Doctor of Management

Shelia Lewis, PhD

Provost
PhD in Business Administration

Aldwin Domingo, PhD

Associate Provost
PhD in Psychology

Jacqueline Jemmott, PhD, LMFT, ICADC, MCAP

Director, School of Behavioral and Applied Sciences
PhD in Marriage and Family Therapy

MFT PROGRAM LEADERSHIP AND ROLES

The MFT Program Leadership consists of four entities which include 1) Program Leadership, 2) Teaching and Clinical Leadership, 3) Advising Leadership, and 4) Student Leadership. A description of each role follows below:

MFT Program Leadership: Program Director Role

Masha Godkin, PsyD., LMFT, AAMFT Approved Supervisor

Program Director, MA in Marriage and Family Therapy
Professor of MFT

The Marriage and Family Therapy Program Director's role is a 12-month administrative position with primary responsibility of providing oversight of the entire MFT program (academic and clinical aspects). This is a full-time role that reports directly to the Director of the School of Behavioral and Applied Sciences and Provost as applicable.

MFT Program Leadership: Assistant Program Director Role

James Hartsell, PhD, JD, LMFT, AAMFT Approved Supervisor

Assistant Program Director, PhD in Marriage and Family Therapy Program (MFT)

The MFT Assistant Program Director role is a 12-month administrative position with primary responsibility of providing oversight over the practicum component of the program, under direction of the MFT Program Director. This is a full-time position with the direct report to the MFT Program Director.

MFT Program Leadership: Faculty Roles

Teaching and Clinical Leadership

Core Faculty Responsibilities/Role: The majority of T UW's core faculty members professionally identify primarily as Marriage and Family Therapists. This identity includes adopting the AAMFT Code of Ethics as a guide for professional conduct. Core faculty are LMFTs, Clinical members of AAMFT, AAMFT Supervisors, or AAMFT Supervisors in training. Core faculty demonstrate proficiency in areas such as: teaching, supervision, and course evaluation, under the direction of the MFT Program Director. A core faculty provides oversight for development and/or revisions of foundation courses and providing minimal hours for MFT students in practicum (in addition to the supervision that students receive at their internship sites, by AAMFT approved supervisors or equivalents). Core faculty also assist in mentoring non- core faculty in efforts to increase knowledge, skill set, proficiency and experience specific to COAMFTE.

Consistent with T UW's philosophy that all faculty members are highly engaged in teaching and learning, it is the program's aim that all faculty become core faculty. Core faculty are involved in scholarship, as they engage in scholarly research, writing for lay audience, and course design. Likewise, they are

engaged in service to both the university and to the profession, which is in alignment with TUW University Institutional and Program mission.

Faculty Demographics

[Click here.](#)

Supervisors

Responsibilities/Role

At TUW students participate in clinical work under the supervision of both **Primary Supervisors** and **Secondary Supervisors**.

Primary Supervisors: Also referred to as Site Supervisors, are licensed mental health professionals that are also State Approved to provide clinical supervision to Marriage and Family Therapy interns. The majority of the Primary Supervisors professionally identify mostly as Marriage and Family Therapists. This identity includes being licensed as an MFT, having obtained state board approval to provide supervision to MFT interns, and having a history of supervising MFT interns. Primary Supervisors demonstrate proficiency in areas of clinical supervision and work in collaboration with TUW Students, TUW Supervisors, and the MFT Assistant Program Director and The MFT Program Director. Primary Supervisors generally work at the clinical site where students interact with clients and provide both group and individual supervision, which will include live supervision, case report, as well as reviewing audio/and video footage of clinical work. The primary supervisors play an integral role in facilitating the relational/systemic philosophy of Marriage and Family Therapy profession as it relates to client contact and supervision hours. For TUW the systemic philosophy is exemplified in requirements for individual and relational client contact hours as well as observable plus case report supervision.

Primary Supervisors work with the Assistant Program Director and/or other designated representative appointed by the Program Director or School Director to ensure students develop their clinical skills and achieve MFT student outcomes. Primary Supervisors provide feedback to the MFT program and complete formal evaluations of students. Primary Supervisors reside in geographic locations where students live. With our TUW headquartered in California, and the Touro University System housed in New York, most of our Primary Supervisors and students reside in these two states. However, TUW is expanding with new students and thus Primary Supervisors from other states are continuously being added.

Secondary Supervisors: Also referred to as TUW Supervisors are Core faculty. As stated previously in the Teaching and Clinical Leadership Core Faculty Responsibilities/Role Section of this handbook, All Core faculty function as Secondary Supervisors, who provide minimal hours. Likewise, they professionally identify primarily as Marriage and Family Therapists. This identity includes adopting the AAMFT Code of Ethics as a guide for professional conduct as well as the COAMFTE relational/systemic philosophy. Secondary Supervisors are LMFTs, Clinical members of AAMFT, AAMFT Approved Supervisors, or AAMFT Approved Supervisors in training. Secondary Supervisors demonstrate proficiency in clinical supervision and work in collaboration with TUW Students, Site Supervisors, The Assistant Program Director, the Program and School Director. Secondary Supervisors work at TUW and provide group supervision, which students record as case report, except when reviewing audio/and video footage (term observable) of clinical work utilizing our HIPPA Compliant system. Secondary Supervisors work with the Assistant Program Director, the Program Director, School Director, and the student's site to ensure students

develop their clinical skills and achieve MFT student learning outcomes. Secondary Supervisors provide feedback to the MFT program, complete formal evaluations of students, and ultimately grade students in the practicum course. Secondary supervisors do not have oversight agreements with site supervisors and clients, so their principal function is for assessing and monitoring clinical progress. Similar to our Primary Supervisors, Secondary Supervisors are located in various locations. To view additional information about our Supervisor Demographics, please see below.

Supervisor Demographics

[Click here.](#)

MFT Program Leadership: Advising Leadership Role

Academic Advisor/Community Placement Liaison, Master of Arts in Marriage and Family Therapy

The Community Placement Liaison, under the direction of the School Director, MFT Program Director and the MFT Assistant Program Director is responsible for assisting with the placement process of MFT students in compliance and alignment with COAMFTE 12.5 accreditation standards. This advisor will have experience working in community mental health settings, familiarity of COAMFTE standards or significant desire to learn, experience in mental health licensing boards, and have excellent interpersonal skills. The advisor will be dedicated to providing high quality service to all constituencies of TUV. S/he will exhibit the highest professional standards and ethical principles and will be committed to the tenets of TUV.

Academic Advisors

The Academic/Educational Advisor provides a high level of service to MFT students, under the directorship of designated administrators and in cooperation of the Provost Office as well as the Director of Advising, assisting new and matriculating students from initial enrollment activities and assistance in the School Behavioral and Applied Sciences. The position includes focus on retention and persistence to graduation, which includes academic advising, retention, and at-risk students. The Academic Advisor is a team player and collaborates with colleagues, department heads and other TUV staff.

Additional Leadership

Core Faculty in Training Responsibilities/Role: Core Faculty in training, also referred to as “Non-Clinical Faculty” are esteemed faculty members that identify professionally primarily as Marriage and Family Therapists or Psychologists. This identity includes adopting the AAMFT Code of Ethics as a guide for professional conduct. Core faculty in training are LMFTs or Psychologists who have identified proficiency in areas such as teaching but that are working towards proficiency in supervision, course evaluation, and experience specific to COAMFTE through mentorship received by Core Faculty and MFT Program Leadership and/or are seeking approved supervisor candidacy. Consistent with TUV’s philosophy that all faculty members are highly engaged in teaching and learning, it is the program’s aim that all faculty become core faculty.

Practicum Team

The Program's Practicum team consists of following administrators; Assistant Program Director/Practicum Coordinator, Community Placement Liaison Advisors, and/or other designated representatives appointed by the Program Director or School Director. The practicum team monitor students' inquiries via the following email: tuw.practicum@tuw.edu

MFT Program Advisory Committee (Faculty, Students, & Alumni)

Student & Alumni Responsibilities/Role: TUW values the input and perspective of faculty and students in our program. The MFT program has faculty, students, and alumni representatives assist with providing feedback to program leadership regarding the MFT program and specifically the experiences and perspectives of students both matriculant and graduates. Selected students will serve to provide input to the MFT program during the meeting with MFT Program Leadership. These representatives are selected from the following: first year of the academic program (didactic courses), second year of the program (enrolled in MFT 640C course), and alumni who have graduated from the program pursuing licensure and or have become LMFTs. With the current growth of the program and diversity among students across the United States and internationally, additional members will be continuously added and bylaws reviewed to meet the needs of the program and its mission.

Click here for [Student Demographics](#)

ADMISSION TO MFT PROGRAM

Prospective MFT students seeking master's level admissions through a degree or individual master's courses through TUW must meet one of the following criteria to be considered for enrollment:

1. Have earned a Baccalaureate degree from an accredited institution with a minimum overall GPA of 2.5.
2. Be a graduate transfer student from another college or university in good academic standing with a minimum GPA of 2.75 on a 4.0 scale.

Students who meet one of the above criteria will be required to complete the following steps in order to be admitted and enrolled at TUW:

1. Submit an application to the University.
2. Student applying to the Master in Marriage and Family Therapy (MFT) degree program pay a onetime \$25 application fee.
3. *Submit official transcripts from all institutions attended. Transcripts must come directly from the issuing institutions. Students who completed college coursework outside the United States must have their transcripts translated and evaluated. (See Foreign Credit for additional information).

***Note:** Students are required to complete step 3 by the end of their second session (16 weeks) of enrollment.

To review academic calendar and tuition & Fees, please see links below:

Click here for [Academic Calendar](#)

Click here for [Tuition & Fees](#)

STUDENT RECRUITMENT

The MFT program at Touro University Worldwide is committed to equality of educational opportunity. The MFT program at TUV works with the University admission department to recruit a diverse student body from multidisciplinary backgrounds in accordance with TUV's nondiscrimination policy. Potential students expressed interest in TUV's Marriage and Family Therapy program, through TUV's advertisements, receive follow-up phone calls and email communications from TUV's Admission representatives.

POLICY ON ANTI-DISCRIMINATION

The MFT program abides by the TUV University Worldwide Policy as found in the most current catalog (see <https://www.tuw.edu/students/university-catalog/>). Touro University Worldwide treats all employees, students, staff, and applicants without unlawful consideration or discrimination as to race, creed, color, religion, national origin, sex, age, disability, marital status, genetic predisposition, sexual orientation, citizenship status, and socio-economic status, or any other protected course in all decisions, including but not limited to recruitment, the administration of its educational programs and activities, hiring, compensation, training and apprenticeship, promotion, upgrading, demotion, downgrading, transfer, lay-off, suspension, expulsion and termination, and all other terms and conditions of admission, matriculation and employment. Further, consistent with the MFT programs mission, which is to provide academic and professional clinical training to students to become competent, ethical, relationally **sensitive**, and systems-oriented marriage and family therapists who can effectively assess, diagnose, **and treat all communities of individuals, couples and families**. Faculty, administrators, and staff, are committed to exploring society's ever-changing communities in the classroom throughout the MFT program, as the MFT program believes that relational-systemic approach must be a part of student's growth and development.

Discrimination on the Basis of Gender

Touro University Worldwide does not discriminate on the basis of gender in its programs or activities. Title IX of the Education Amendments of 1972, as amended, and the administrative regulations adopted there under prohibit discrimination on the basis of gender in education programs and activities. Such programs include the admission and employment of students. Touro University Worldwide is committed to providing equal opportunities to male and female students in all programs.

Discrimination on the Basis of Race, Color, or National Origin

Touro University Worldwide complies with the requirements of Title VI of the Civil Rights Act of 1964 and the regulations adopted hereunder. No person shall, on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program of the University.

Discrimination on the Basis of Age

Touro University Worldwide complies with the provisions of the Age Discrimination Act of 1975 and the regulations developed under the law. The Act states that no person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Discrimination on the Basis of Disability

Touro University Worldwide does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities. The Americans with Disabilities Act, as well as Section 504 of the Rehabilitation Act of 1973, as amended, and the regulations adopted there under prohibit such discrimination.

Discrimination on the Basis of Marital Status, Religion, or Sexual Orientation

The University does not discriminate on the basis of marital status, religion, or sexual orientation. Students are urged to refer any complaint of any type of harassment to the Office of the Provost.

Discrimination on the Basis of Socio-economic Status

Touro University Worldwide does not discriminate on the basis of socio-economic status in its programs or activities. Further, Touro has a mission that is focused on serving the underserved.

RETENTION

The Touro University Worldwide MFT program promotes retention within the program through utilizing its student support services, faculty training, and through abiding by the university's and program's mission and anti-discrimination policy in student retention decisions.

GRADUATION REQUIREMENTS

The Touro University Worldwide MFT program policy on graduation is that students who successfully meet all of the University requirements as well as program specific requirements, (published in the MFT handbook) are eligible for graduation. Students may request for graduation audit during their last term of enrollment at TUW by submitting the request form to the Office of the Registrar. The staff in the Office of the Registrar will review students' record to ensure:

- All required documentations are on file.
- All course requirements are completed with a 3.0 GPA or higher.

- All practicum hour requirements are met (for applicable tracks).
- All financial obligations are fulfilled.

Each request will be signed off by the School and/or Program Director and the Registrar for accuracy and completion before diploma will be released.

Students must be in good academic standing and have received a grade in all courses before graduation audit can begin. The processing of graduation audit may take up to 4-5 weeks, and the degree completion date will be posted at the end of the term in which the student completes all requirements and the audits are completed.

The University holds one graduation ceremony each academic year. All graduates for that academic year are invited to participate in the ceremony. Graduates may expect to receive their diplomas within 12 weeks after graduation date. Students who are within one academic semester of completing all graduation requirements may participate in the annual graduation ceremony. For information regarding our clinical track graduation data please see link below.

Click here for [Student/Graduate Achievement](#)

HIGH TOUCH INTERACTION PEDAGOGY

Although not a policy, TUW utilizes a pedagogy that supports what we refer to as “High Touch.” High Touch is rooted in the idea that students perform better, achieve better outcomes, and have better overall experiences, when they are engaged in continuous interaction with staff, faculty, and administrators. Therefore, there are a variety of “touch points” that faculty, staff, and administrators have with students to assist them as they matriculate through the MFT program. Students interact with advisors regularly via phone, email, and have access to student support services, Assistant Program Director, Assistant Practicum Coordinator, Program Director, School Director, and other administrators. Upon admission, students are provided with an advisor that develops a degree completion plan. The degree plan outlines all program requirements. The degree plan is reviewed with students prior to registration in the foundation courses, prior to enrollment in practicum, and at other times requested by the student.

Students are aware if they are making “Satisfactory Academic Progress” through their passing grades, as well as movement from Foundational Courses to core courses, and when they are allowed to start practicum (as applicable in clinical tracks). At the end of the third term, students complete a self-evaluation where they discuss their readiness to start practicum. In addition, in MFT 630 and MFT 626, students receive training in basic counseling skills, then students complete a self-evaluation form, which is reviewed by the Practicum Team. For additional information, click here for [Clinical Readiness](#) and click here for [Practicum Remediation](#).

Students complete a TUW Practicum Application and Self Evaluation forms where they will assess their clinical readiness to begin practicum. This form will be reviewed by a designated MFT staff member. After review of the student’s form by designated administrators, the student will be approved to start the next phase of the practicum process, or the student will meet with the Assistant Program Director/Practicum Coordinator or other designated representatives appointed by the Program Director

or School Director. During the meeting, relevant concerns will be discussed, additional assessments conducted as deemed necessary, and or the student may be referred to the MFT Program Director for further consideration regarding the relevant concerns. When students complete these forms and review the Pre-Practicum Orientation video in their IC student portal, they are able to access the Practicum documents to begin the process in obtaining Practicum Placements. In general, students know they are achieving satisfactory academic progress based on their completion of various requirements as stipulated on their degree competition plan, obtain grades that are a grade “B” or higher, and maintaining a 3.0 grade point average. Likewise, a student knows that they are not making satisfactory progress if they are failing courses, do not perform well in practicum courses as evidenced by practicum grade and evaluations, and have been identified by program staff (advisors, Staff, Faculty, Administrators, Site Supervisors) regarding failing grades, lack of clinical readiness, or their recommendation for remediation.

PORTABILITY OF DEGREE

It is important that applicants are aware of the licensure requirements in their state, province, or other location in which they wish to practice. Some state regulatory boards do not accept degrees earned online as meeting the educational requirements for licensure. Other states, provinces, or other locations worldwide may have requirements for specialized accreditations or other unique course/credit requirements above and beyond the standard degree plan that would prevent clinical practice as a student and/or successful application for licensure. Although licensure laws are governed by individual states and can change frequently, the MFT program administration works to identify states requirements as well as ask students to check with their respective state boards for requirements.

It is the responsibility of students and applicants to contact applicable licensure boards in the states and territories of the United States and Canada which have licensure, and other regulatory bodies in other parts of the world and Canadian provinces without licensure to clarify if the TUW degree qualifies for licensure or the ability to practice in the jurisdiction(s) in which they want to practice. This is an ongoing process in which students are responsible for regularly staying informed about changes in the regulatory requirement of the jurisdiction(s) in which they want to practice.

Additionally, students in the U.S. are required to review the information about licensure through the licensure board directory on the AMFTRB website at <https://amftrb.org/>. Each new student in the program will acknowledge review of state licensure requirements or other regulatory requirements in provinces or other jurisdictions in which they want to practice. This will occur at admission and during practicum orientation.

Click here for [Portability of Degree](#)

TECHNOLOGY AND TRAINING

Technology Requirements: All TUW degree programs are 100% online (excluding practicum/internship at external sites), and students must have technological resources to succeed in their studies. Please visit the following link to review minimum technical requirements:

<https://www.tuw.edu/admissions/technical-requirements/>

Technical training for students, faculty, and supervisors: TUW selected and developed innovative and easy to use technology. TUW is using several key applications in the MFT program.

1. Integrated Campus Learning Management System (LMS).
2. Video Conferencing system.
3. Practicum Time tracking system.

TUW created robust training for students, faculty and supervisors for all of the above applications. All training is required to ensure success in the program.

Student Training: Students in the MFT program at TUW are required to use the Integrated Campus Learning Management System. They are trained upon admission as well as prior to starting practicum on how to utilize the system. They are also trained in utilizing video conferencing as well as the practicum tracking system.

1. Integrated Campus (IC) Learning Management System (LMS):

- a. All new students to TUW are required to participate in TUW new student Orientation. The student orientation is a set of videos that provide training for students on IC LMS, library, course navigation, and how to use the portal, include communications, and much more.
- b. To view the student orientation, students login to the IC portal and click on Orientation. The Orientation is available for students online.
- c. In addition, the IC LMS provides help documents with easy-to-follow step-by-step instructions.
- d. In case students need additional help, the TUW helpdesk is available to assist students with any questions. Students receive one-on-one assistance with questions and/or all required applications.

2. Video Conferencing system:

- a. TUW is using ZOOM which is HIPAA compliant for its video conferencing solution, and students will use this system to meet with supervisors in their Practicum courses for group conferences.
- b. ZOOM has created robust training that was made available for TUW students and supervisors. Students and supervisors can access the training materials online by logging in to IC portal and click on help and select ZOOM Training.
- c. In addition, the TUW helpdesk is available to work with students to learn how to use the ZOOM.

3. Practicum Time Tracking System (Dashboard):

- a. The Practicum Time Tracking System is a built-in module within IC LMS that is available when the student registers into the Practicum courses.
- b. TUW created an easy to follow step-by-step instruction video and help documents, to assist students in with the time tracker module.
- c. In cases where students need additional training and help, students can contact the helpdesk, their supervisors and faculty.

Supervisor Training: Supervisors at TUW are required to use the Practicum Time Tracking Module within IC LMS. The School Director, Program Director, and/or Assistant Program Director of the MFT program conducts periodical refreshers training for existing faculty and provides training through the system for all new supervisors. The trainings are mandatory for all MFT supervisors. In addition, TUW created a video and help documents to assist supervisors to learn the easy-to-use system.

Faculty Training: Faculty training is a continuous process within TUW and includes a variety of means to include university wide faculty meetings, colloquiums, continuous training by the School Director, Program Director, and/or Assistant Program Director etc. During the faculty hiring process, a one-on-one training session is conducted with each new faculty, which includes orientation to the LMS, grading, university policies and much more.

1. **IC LMS:** New faculty are required to attend 1-2 hours of in-depth training on TUW'S IC LMS. The training is not limited to and includes how to use the system, review of all modules, communication with students, grading and overall university policies.
2. **Video Conferencing:** Faculty will be trained on how to use ZOOM. In addition, TUW recommends faculty to review the video conferencing system video training to familiarize themselves with the system and its operations.
3. **MFT Program Training Manual:** A training manual was created specifically for the MFT Program and provided to all first-time faculty prior to the start of their session.

All University Orientation, videos and help documents are available at all times within the IC Portal for students, faculty and supervisors.

DEGREE COMPLETION REQUIREMENTS FOR THE MFT DEGREE

The MFT program has three tracks, which include (1) the COAMFTE accredited M.A. in Marriage and Family Therapy -Clinical Track, (2) M.A. in Marriage and Family Therapy with Licensed Professional Clinical Counseling emphasis (LPCC track, and (3) M.A. in Marriage and Family Therapy -- Non-Clinical Track.

The MFT Program (three tracks)

Track	Credits	Practicum
1: MFT Clinical Track*	72	Yes
2: LPCC Track**	82	Yes
3: MFT Non-Clinical	54	No

*The ONLY track accredited by COAMFTE

** Must take the COAMFTE Approved Clinical track of the Marriage and Family Therapy program and achieve all the requirements before being eligible for the LPCC track. The MFT clinical program combined with the LPCC track is approved by the [CA BBS](#).

When students complete all academic and clinical requirements (as applicable), they must meet with their advisor to review and audit their degree plan to verify completion and petition to graduate. After the student advisor reviews the degree plan, it is approved by the advisor, and sent to the Assistant Program Director to ensure all clinical requirements are met (e.g., direct client contact hours, supervision hours, required audio/video hours). After review and audit at the program level, the form is signed by Assistant Program Director/Practicum Coordinator and/or other designated representative appointed by the Program Director or School Director and then sent to the Bursar's Office to ensure financial clearance. Once the degree plan is approved by the Bursar's office, it is sent to the Registrar to finalize administration processes for degree conferral.

In particular, MFT students are required to complete the following:

1. Gain admission to the Touro University Worldwide and be accepted into one of the MFT three (3) MFT tracks, providing all required application materials including but not limited to transcripts, test scores, etc.
2. Complete all academic and clinical coursework (as applicable) in the MFT program with a B average GPA (3.0 or higher).
3. Meet with their advisor and petition to graduate.
4. If approved by advisor, program level, and university (Bursar) student's degree is conferred with degree completion noted.
5. Students are also encouraged to participate in commencement, and eventually become a part of the TUW MFT program and TUW alumni network.
6. MFT non-clinical track students are expected to complete all graduation requirements with the exception of the clinical requirements. They must follow the same procedures for petitioning for graduation. See each MFT track requirements in the sections below.

MFT Degree Plan Tracks**

(1) M.A. in Marriage & Family Therapy Clinical Track-- The ONLY track Accredited by COAMFTE

- Minimum: 18 courses (54 credits)
- Minimum: 6 practicum courses, (18 credits)
- Total Minimum for the entire program 72 credit hours
- 300 Total Practicum Client Contact Hours*

***Note:** Students are required to check the licensure requirements for their respective state.

(2) M.A. in Marriage & Family Therapy -- Licensed Professional Clinical Counseling (LPCC) Track*

- Students who select the LPCC Track must take the COAMFTE Approved Clinical track of the Marriage and Family Therapy program and achieve all the requirements before being eligible for the LPCC track.
- The four (4) additional courses for the LPCC track are outlined below:**
- Minimum: 6 practicum courses, (18 credits)
 - MFT650
 - MFT651
 - MFT653
 - MFT698

*The MFT clinical program combined with the LPCC track is approved by the [California Board of Behavioral Sciences \(BBS\)](#).

**Must be taken before or in conjunction with the MFT640 series

(3) M.A. in Marriage & Family Therapy -- Non-Clinical Track

The non-clinical track provides online MFT coursework – Not COAMFTE Accredited

- Minimum: 18 courses (54 credits)
- No practicum course requirement
- No clinical hour requirement

Degree Completion Timelines: The MFT program is designed for full-time students to be completed in two years for the MFT licensure track, two and a half years with the LPCC track, and the non-clinical track can be completed in as little as 18 months. The maximum amount of years that students can take to complete the program is 5 years, regardless of if they attend on a full-time or part-time basis. For additional information that may impact time to degree completion, please see leave of absence section in handbook.

Course Progression with Designated Primary Foundational Curriculum Areas (COAMFTE Accredited Clinical Track)

Course Order-1 Course

MFT 610 Contemporary Issues in MFT
 MFT 611 Foundations of Psychopathology
 MFT 612 Couples Counseling
 MFT 613 Child Focused Family Therapy
 MFT 614 Development within the Family Lifecycle
 MFT 615 Psychopharmacology
 MFT 616 Society, Culture and Gender: A Multicultural Perspective
 MFT 630 Ethics and Law for Marriage and Family Therapy
 MFT 617 Research Methodology
 MFT 618 Group Counseling
 MFT 619 Assessment and Testing for the Marriage and Family Therapist*
 MFT 626 Substance Abuse and Recovery
 MFT 620 Human Sexuality
 MFT 627 Studies in Human Communications
 MFT 628 Adolescent Focused Family Therapy
 MFT 629 Aging, Illness and Long Term Care Concerns
 MFT 635 Treatment of Trauma in Families
 MFT 640A Clinical Practicum I
 MFT 640B Clinical Practicum II
 MFT 640C Clinical Practicum III
 MFT 640D Clinical Practicum IV
 MFT 640E Clinical Practicum V
 MFT 640F Clinical Practicum VI
 MFT 690 Capstone**

Notes:

* Course with BBS required training in Suicide Prevention

**Course that meets the required training for BBS Teletherapy; Students must complete a minimum of 80 percent of the total hours required for program completion before they are eligible to enroll in the MFT 690 capstone course.

Course Order-2 Courses

MFT 610 Contemporary Issues in MFT, FCA1
MFT 611 Foundations of Psychopathology

MFT 612 Couples Counseling, FCA1
MFT 613 Child Focused Family Therapy, FCA2

MFT 614 Development within the Family Lifecycle, FCA6
MFT 615 Psychopharmacology

MFT 616 Society, Culture and Gender: A Multicultural Perspective, FCA3
MFT 630 Ethics and Law for Marriage and Family Therapy, FCA5

MFT 617 Research Methodology, FCA4
MFT 618 Group Counseling

MFT 619 Assessment and Testing for the Marriage and Family Therapist, FCA7*
MFT 626 Substance Abuse and Recovery

MFT 620 Human Sexuality, FCA8
MFT 640A Clinical Practicum I

MFT 627 Studies in Human Communications
MFT 640B Clinical Practicum II

MFT 628 Adolescent Focused Family Therapy, FCA2
MFT 640C Clinical Practicum III

MFT 629 Aging, Illness and Long Term Care Concerns
MFT 640D Clinical Practicum IV

MFT 635 Treatment of Trauma in Families
MFT 640E Clinical Practicum V

MFT 640F Clinical Practicum VI
MFT 690 Capstone**

THE MFT PROGRAM HIGHLY ENCOURAGES ALL STUDENTS TO FOLLOW THE COURSE PROGRESSION

SPECIFIC DEGREE PLAN REQUIREMENTS-- CLINICAL TRACKS

Phase 1: Obtain a Master's Degree in Marriage and Family Therapy (MFT). The MFT curriculum is composed of 18 required courses with an additional 4 courses (LPCC track) and 6 consecutive credits of clinical practicum, for a total of 72 semester credits (MFT Track) or 82 credits (with LPCC track). Each Practicum Course is 3 semester credits and requires students to complete clinical and supervision hours. In order to meet COAMFTE Standards Version 12.5 and TUW graduation requirements, a minimum of 300 direct client contact hours, 100 of which must be relational and 100 supervision hours, 50 of which must be observable data are required by the end of practicum (for both MFT COAMFTE approved track and the LPCC track).** The practicum hours are acceptable and counted ONLY if you are registered and you have begun the Practicum course, whereby you have engaged in clinical work at an approved site and have received the appropriate amount and form of supervision at your site and by your TUW supervisor.

**** Note: Students are required to check the licensure requirements for their respective state.**

Phase 2: Obtain a temporary license from the state that you are planning to seek Licensure from and continue accruing hours required by your state.

Phase 3: Obtain a License from your State following post-master's Internship by passing the Licensure Exam(s) in the state you are planning to practice.

Phase 1: Obtain your Master's Degree from Touro University Worldwide (TUW)

This is the first step towards the path of becoming a Licensed MFT (LMFT) or Licensed Professional Counselor (LPCC). The degree requires differing semester credits depending on the track, which may include practicum credit hours. The courses that TUW offers for the degree are aligned with (1) COAMFTE (national), (2) BBS (State of California), and the educational components for pursuit of the MFT Licensure (Track 1) and/or Licensed Professional Counselor (Track 2), in California and most other States.

Evaluation of Student's Suitability to Become Therapists

The BBS has given the educational institutions the responsibility to ensure that their graduates demonstrate personal characteristics and interpersonal skills appropriate to the practice of psychotherapy. This process starts during admissions. TUW has trained admissions staff in basic interviewing skills that are utilized when engaged in initial contact with prospective students. During this process and as part of the on-boarding procedures, students are asked questions about their interests, background, work experience, and level of comfort regarding interacting with others regarding mental health issues.

Based on their answers, students may be recommended for admission to one of the three tracks: (COAMFTE approved clinical MFT program (track 1), MFT-LPCC (track 2), or Non-clinical MFT (track 3). Likewise, for clinical students, between the end of the third term and no later than being enrolled in MFT 630, students will be required to complete the TUW MFT Student self-evaluation form where they will assess their clinical readiness to begin practicum. This form will be reviewed by a designated MFT staff member. After reviewing the student's form, the student will be approved to start the next phase of the practicum process, or the student will meet with the Practicum Coordinator. During the meeting,

relevant concerns will be discussed, additional assessments conducted as deemed necessary, and/or the student may be referred to the MFT Program Director for further consideration regarding the relevant concerns.

Please note that Supervisors, agency directors and the BBS strongly request that the schools screen their students for obvious psychopathology, severe emotional immaturity or questionable ethics and they not send these students on to clinical sites. Therefore, on an ongoing basis or by request of the MFT Program Director, faculty who teach MFT students are asked to communicate with the MFT Program Director and Assistant Program Director/ Practicum Coordinator about any student whose behavior in or around class or practicum sites may lead them to question the student's suitability to work with the public as a psychotherapist. Program and staff personnel are also asked to provide their impressions of students based on their interactions with them.

Track 1: MFT Clinical Track Required Courses & Curriculum

The MFT curriculum is COAMFTE approved and comprised of 18 courses and 6 practicum courses for a total of 72 semester credits. The program requires a minimum of 300 direct client contact hours, **100 of which must be relational** and 100 supervision hours, **50 of which must be observable data**. Observable data must be complemented with weekly case report supervision. ** (Each course is 3 semester credits).

MFT Required Core Courses (72 semester credit hours)

Course Number	Course Title	Semester Credit Hours
MFT 610	Contemporary Issues in Marriage & Family Therapy	3
MFT 611	Foundations of Psychopathology	3
MFT 612	Couples Counseling	3
MFT 613	Child-Focused Family Therapy	3
MFT 614	Development Within the Family Life Cycle	3
MFT 615	Psychopharmacology	3
MFT 616	Society, Culture and Gender: A Multi-Cultural Perspective	3
MFT 617	Research Methodology	3
MFT 618	Group Counseling	3
MFT 619 *	Assessment & Testing for the Marriage & Family Therapist	3
MFT 620	Human Sexuality	3
MFT 626	Substance Abuse & Recovery	3
MFT 627	Studies in Human Communication	3
MFT 628	Adolescent-Focused Family Therapy	3
MFT 629	Aging, Illness & Long-Term Care Concerns	3
MFT 630	Ethics & Law for Marriage & Family Therapy	3
MFT 635	Treatment of Trauma in Families	3
MFT 640A	Clinical Practicum Part I	3
MFT 640B	Clinical Practicum Part II	3
MFT 640C	Clinical Practicum III	3
MFT 640D	Clinical Practicum IV	3

Course Number	Course Title	Semester Credit Hours
MFT 640E	Clinical Practicum V	3
MFT 640F	Clinical Practicum VI	3
MFT 690 **	Capstone	3

*Course with BBS required training in Suicide Prevention

**Course that meets the required training for BBS Teletherapy; Students must complete a minimum of 80 percent of the total hours required for program completion before they are eligible to enroll in the MFT 690 Capstone course.

Note: Students who did not complete all 300 hours during the 6 Clinical Practicum course will need to enroll in Clinical Practicum Continuation courses (as needed) until all hours are completed.

Also, students who complete all 300 hours prior to the completion of the 6th Clinical Practicum course, may elect to terminate from their sites. If a student elects to end his/her site placement Clinical Practicum having attained the required client contact hours, at end of the term the required hours were attained, the student may request approval of the hours from the Academic Advisor and/or Practicum Coordinator at the end of the term the hours were achieved. The student must complete the following term at the site, allowing for Verification of Hours by the Practicum Team, transitioning of clients, adequate notification to site supervisors and submission of all termination evaluation forms. Students will receive a letter from the Practicum Team notifying approval to elect the Alternative Research Project Assignment. Students will terminate from site at the end of the term and register as No Placement Site Practicum. This is only available to students whose state has COAMFTE Standard 12.5 requirements.

Please note that some states minimum requirements for licensure application may be more than 300 direct client contact hours. Therefore, students are required to check the licensure requirements for their respective state.

Elective Courses (Taken only if the student's state requires these specific courses)

Course Number	Course Title	Semester Credit Hours
MFT 650	Counseling Theory	3
MFT 651	Advanced Counseling Theories and Techniques	3
MFT 653	Lifestyle and Career Development Counseling	3
MFT 698	Spousal/Partner Abuse Detection and Intervention	1

Practicum Hours Requirements:

*The program requires 300 hours of direct client contact, 100 of which must be relational (working with couples or families). ** Students are also required to receive 100 hours of placement site supervision, at least 50 hours of which are based on direct observation, videotape, or audiotape, and at least 25 of the 50 based only on live observation or videotape. Observable data must be complemented with weekly case report supervision. Students must be enrolled in practicum and attending TUV course conferences until all hourly requirements are completed and the practicum course must be taken a minimum of 6 times (12 consecutive months) for a minimum total of 18 credits. TUV Clinical Hours (Click here for more: <https://portal.tuw.edu/downloadsFiles/MFT%20640%20Module%202.pdf>.)*

**** Note:** *The TUV MFT program is approved by the California Board of Behavioral Sciences (BBS) for our students to seek licensure as a Marriage and Family Therapist (MFT) and/or Licensed Professional Clinical Counselor (LPCC) in California. The MFT Clinical track 1 is also approved by the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE). Students applying for a clinical license in MFT, LPCC, (or any other mental health related field) outside of California must confirm that the*

coursework and practicum experiences at TUW will fulfill requirements for that respective state. The MFT team is here to support students with this process and help guide students, but it is ultimately the responsibility of the student. In some cases, there may be additional courses or practicum requirements that may be needed either before or after graduation, (see section about [portability](#)).

Material Fee:

- **Effective Summer 2024-1:** Students on the Clinical track are required to pay **\$116 Material Fee** during the Capstone course (MFT690), which will provide access to exam kit that prepares students for the CA Exam, National Exam and LPCC Exam. The exam kit is part of the capstone course only.
- Students in the MFT Program **will NOT** have to purchase a required manual that is accessible in the TUW library, i.e., *The Diagnostic and Statistical Manual of Mental Disorders (DSM-5-TR)*. This is a key clinical resource that you will use not only for your courses but for clinical application in practicum and beyond.
- American Psychiatric Association (2013). *Diagnostic and statistical manual of mental disorders (5th ed.)*. Washington, DC: Author.

Track 2: LPCC Track Required Courses & Curriculum

The MFT LPCC track curriculum is comprised of 18 courses, plus an additional 4 courses, in addition to the 6 practicum courses, for a total of 82 semester credits and a minimum of 300 direct client contact hours, **100 of which must be relational**. Also 100 supervision hours, **50 of which must be observable data**. Observable data must be complemented with weekly case report supervision (Each course is 3 semester credits). All requirements for the COAMFTE approved MFT Track 1 must be met for the LPCC track.

The MFT LPCC curriculum is comprised of 18 courses, plus an additional 4 courses, in addition to the 6 practicum courses, for a total of 82 semester credits and 300 direct contact hours. (Each course is 3 semester credit hours).

***LPCC TRACK REQUIRED COURSES** (82 semester credit hours*)

Course Number	Course Title	Semester Credit Hours
MFT 610	Contemporary Issues in Marriage & Family Therapy	3
MFT 611	Foundations of Psychopathology	3
MFT 612	Couples Counseling	3
MFT 613	Child-Focused Family Therapy	3
MFT 614	Development Within the Family Life Cycle	3
MFT 615	Psychopharmacology	3
MFT 616	Society, Culture and Gender: A Multi-cultural Perspective	3
MFT 617	Research Methodology	3
MFT 618	Group Counseling	3
MFT 619*	Assessment & Testing for the Marriage & Family Therapist	3
MFT 620	Human Sexuality	3
MFT 626	Substance Abuse & Recovery	3
MFT 627	Studies in Human Communication	3
MFT 628	Adolescent-Focused Family Therapy	3
MFT 629	Aging, Illness & Long-Term Care Concerns	3
MFT 630	Ethics & Law for Marriage & Family Therapy	3

Course Number	Course Title	Semester Credit Hours
MFT 635	Treatment of Trauma in Families	3
MFT 640A	Clinical Practicum Part I	3
MFT 640B	Clinical Practicum Part II	3
MFT 640C	Clinical Practicum III	3
MFT 640D	Clinical Practicum IV	3
MFT 640E	Clinical Practicum V	3
MFT 640F	Clinical Practicum VI	3
MFT 650*	Counseling Theory	3
MFT 651*	Advanced Counseling Theories and Techniques	3
MFT 653*	Lifestyle and Career Development Counseling	3
MFT 698*	Spousal/Partner Abuse Detection and Intervention	1
MFT 690**	Capstone	3

*Course with BBS required training in Suicide Prevention

**Course that meets the required training for BBS Teletherapy; Students must complete a minimum of 80 percent of the total hours required for program completion before they are eligible to enroll in the MFT 690 Capstone course.

Also, students who complete all 300 client contact hours and 100 supervision hours prior to the completion of the 6th Clinical Practicum course, may elect to terminate from their sites. If a student elects to end his/her site placement Clinical Practicum having attained the required client contact hours, at end of the term the required hours were attained, the student may request approval of the hours from the Academic Advisor and/or Practicum Coordinator at the end of the term the hours were achieved. The student must complete the following term at the site, allowing for Verification of Hours by the Practicum Team, transitioning of clients, adequate notification to site supervisors and submission of all termination evaluation forms. Students will receive a letter from the Practicum Team notifying approval to elect the Alternative Research Project Assignment. Students will terminate from site at the end of the term and register as No Placement Site Practicum. This is only available to students whose state has COAMFTE Standard 12.5 requirements.

Note: Students who did not complete all 300 hours during the 6 Clinical Practicum course will need to enroll in Clinical Practicum Continuation courses (as needed) until all hours are completed.

Please note that some states minimum requirements for licensure application may be more than 300 direct client contact hours. Therefore, students are required to check the licensure requirements for their respective state.

Practicum Hours Requirements:

*The program requires 300 hours of direct client contact, 100 of which must be relational or with couples or families.** Students receive 100 hours of individual and/or group supervision, at least 50 hours must be observable , Live, videotape, or audiotape). Only 25 of the 50 can be audio supervision. Students must be enrolled in practicum until all hourly requirements are complete and the practicum course must be taken a minimum of 6 times (12 consecutive months) for a minimum total of 18 credits.*

Please note: The TUW MFT program is approved by the California Board of Behavioral Sciences (BBS) for our students to seek licensure as a Marriage and Family Therapist (MFT) and/or Licensed Professional Clinical Counselor (LPCC) in California.

Students applying for a clinical license in MFT, LPCC, (or any other mental health related field) outside of California must confirm that the coursework and practicum experiences at TUW will fulfill requirements for that respective state. The MFT team is here to support students with this process and help guide students, but it is ultimately the responsibility of the student. In some cases, there may be additional courses or practicum requirements that may be needed either before or after graduation, (see section about [portability](#)).

Clinical Practicum Courses and Requirements for MFT and LPCC CLINICAL Tracks

In addition to earning a qualifying master's degree, applicants for the MFT AND LPCC CLINICAL degree tracks must have field experience and learn how to do therapy. This training occurs when pre-licensed individuals that are called trainees see clients and receive supervision on therapy performed with those clients. For MFTs in California, a complete list of requirements may be found in BPC Section 4980.36.

****Note: Students are required to check the requirements for the specific state that they want to get licensed in, as each state may be different.**

Overview of the Process of Practicum

Students must gain approval of their practicum placement site and supervisor prior to enrolling into the practicum courses. The approval process is overseen by the Program's Practicum team at email: tuw.practicum@tuw.edu.

You enroll to your first practicum course following an approved Practicum site and Practicum supervisor by TUW Assistant Program Director/Practicum Coordinator, Dr. James Hartsell, and/or other designated representatives appointed by the Program Director or School Director.

LEGAL NOTICE:

Be aware that if TUW, in good faith, has approved you to earn clinical hours at a site in which hours counted by the Trainee and signed by the supervisor are subsequently denied by the Board due to misrepresentation of qualifications on the part of the supervisor and/or agency director, or the trainee, TUW cannot be held liable for loss of hours or income or for expenses incurred by the student or in any other way held liable. This makes it especially important that you consult with your Practicum Team and/or the Provost Office staff if you have any questions about your site, your supervision, or issues regarding the earning of hours.

***Please note:** TUW is not responsible to find the Practicum site and /or agency for students. The student is responsible to identify the practicum site and connect the Program Director or Assistant Program Director/Practicum Coordinator with the site to arrange for an MOA and a formal interview for the student.

TUW Legal Responsibility

Students are often curious about how soon they can begin to earn clinical hours towards licensure. For clinical hours to count, the MFT student must have TUW's formal approval of the supervised experience, under the California Business and Professions Code as follows:

—Section 4980.42 of Business and Professions Code

- (a) Trainees performing services in any work setting specified in subdivision (C) of Section 4980.43 may perform those activities and services as a trainee, provided that the activities and services constitute part of the trainee's supervised course of study and that the person is designated by the title "trainee."
- (b) Trainees subject to Section 4980.37 may gain hours of experience and counsel clients outside of the required practicum. This subdivision shall apply to hours of experience gained and client counseling provided on and after January 1, 2012.
- (c) Trainees subject to Section 4980.36 may gain hours of experience outside of the required practicum but must be enrolled in a practicum course to counsel clients. Trainees subject to Section 4980.36 may counsel clients while not enrolled in a practicum course if the period of lapsed enrollment is less than 90 calendar days, and if that period is immediately preceded by enrollment in a practicum course and immediately followed by enrollment in a practicum course or completion of the degree program. All hours of experience gained pursuant to subdivisions (b) and (c) shall be subject to the other requirements of this chapter.
- (d) All hours of experience gained as a trainee shall be coordinated between the school and the site where the hours are being accrued. The school shall approve each site and shall have a written agreement with each site that details each party's responsibilities, including the methods by which supervision shall be provided. The agreement shall provide for regular progress reports and evaluations of the student's performance at the site. If an applicant has gained hours of experience while enrolled in an institution other than the one that confers the qualifying degree, it shall be the applicant's responsibility to provide to the board satisfactory evidence that those hours of trainee experience were gained in compliance with this section.

(Amended by Stats. 2015, Ch. 262, Sec. 2.[SB 620] Effective January 1, 2016).

Specifically for California

- A clinical trainee shall receive an average of at least one hour of direct supervisor contact for every five hours of client contact in each setting. For purposes of this subdivision, "one hour of direct supervisor contact" means one hour of face-to-face contact on an individual basis or two hours of face-to-face contact in a group of not more than eight persons in segments lasting no less than one continuous hour.

4999.40.

- (a) Each educational institution preparing applicants to qualify for licensure shall notify each of its students by means of its public documents or otherwise in writing that its degree program is designed to meet the requirements of Section 4999.32 or 4999.33 and shall certify to the board that it has so notified its students.
- (b) An applicant for registration or licensure shall submit to the board a certification by the applicant's educational institution that the institution's required curriculum for graduation and any associated coursework completed by the applicant does one of the following:

- (1) Meets all of the requirements set forth in Section 4999.32.
 - (2) Meets all of the requirements set forth in Section 4999.33.
- (c) An applicant trained at an educational institution outside the United States shall demonstrate to the satisfaction of the board that he or she possesses a qualifying degree that is equivalent to a degree earned from an institution of higher education that is accredited or approved. These applicants shall provide the board with a comprehensive evaluation of the degree performed by a foreign credential evaluation service that is a member of the National Association of Credential Evaluation Services and shall provide any other documentation the board deems necessary.

Legal Definition of Practicum

The scope of clinical experience sanctioned by the BBS for MFT pre-graduation is quite broad. According to Section 4980.37(c) of the BPC, the master's degree must contain "not less than six semester credit units...of supervised practicum...in applied psychotherapeutic techniques, assessment, diagnosis, prognosis, and treatment of premarital, couple, family, and child relationships, including dysfunctions, healthy functioning, health promotion, and illness prevention, in a supervised clinical placement that provides supervised fieldwork experience within the scope of practice of a marriage and family therapist."

Ethical standards are rules of practice upon which the marriage and family therapist is obliged and judged. The AAMFT Code of Ethics is an aspirational/explanatory orientation to the enforceable standards that TUW encourage students to adopt as part of their professional development [Code of Ethics \(aamft.org\)](https://www.aamft.org).

In adhering to professional competence and integrity, student therapists must maintain high standards of professional competence and integrity. Pursuant to AAMFT Standard 3.5, student therapists may not provide services that create a conflict of interest, including those that impair work performance or clinical judgment.

As such, students must avoid improper, and potentially harmful, dual relationships. Students in the clinical MFT program tracks are required to self-report relationships, such as, but are not limited to, business or close personal relationships, including familial relationships, with anyone related to their clinical experience. Per AAMFT Standard 4.6, supervisors are encouraged to try to avoid conditions and multiple relationships that could impair professional judgment or increase exploitation.

In case of a conflict as described above, the MFT program will work with the student to find alternative arrangements, which will ensure professional competence and integrity.

Training in Diversity Encouraged by BBS

As you can see, the law permits Trainees to learn, under supervision, a wide variety of skills with a wide variety of client populations and issues. MFT students are to become familiar with the "ever-changing communities of all backgrounds common among California's population. As the MFT Clinical Programs are approved by BBS, "Educational institutions are required by the BBS to design practicum that will "include marriage and family therapy experience in all communities in mental health settings."

Practicum provides an ideal opportunity for students to appreciate, first-hand, how relational and all ever-changing community factors contribute to an individual's uniqueness and identity.

What is Practicum at T UW?

First and foremost, Practicum is a COURSE. In the MFT program, students take MFT 640 A-F Practicum and practicum continuation (as needed). It has credit unit value (3 credits per course taken over six terms), an instructor, required attendance, number of hours worked at the practicum site under supervision, in-class activities and homework assignments. Students may have assigned and/or recommended readings and present their work in the Integrated Campus portal. Students are evaluated both by their supervisors and by their practicum instructors. In addition, the T UW Practicum course provides zoom conferences to ensure clinical training meets the key elements of the COAMFTE standard 12.5.

The Practicum courses count for 18 of the total credits needed for the graduation for both the clinical **MFT program track approved by COAMFTE** and the **LPCC track**. For post-master's LMFT licensure, the hours earned in sites may count toward postgraduate hours needed for the license depending on the state. Consistent attendance and participation are keys in receiving a credit in each section of practicum. The Practicum consists of 6 courses (Practicum 640A, 640B, 640C, 640D, 640E, 640F as described in T UW Clinical Practicum Program (Click here for more:

<https://portal.tuw.edu/downloadsFiles/TUW%20Clinical%20Practicum%20Program.pdf>

By the end of the year-long practicum, students will have completed a minimum of 300 hours of direct client contact, 100 of which must be relational (i.e. with couples and/or families).** Students must receive at least 100 hours of individual and/or group supervision, of which 50 hours must be observable data , (live, videotape, or audiotape; Audio observable session cannot exceed 25 hours). Students are to check their respective states for required hours. Students must register for practicum courses sequentially, with only one course taken per session (e.g. MFT640A in Spring 1', then MFT640B in Spring 2' etc.) in order for the practicum to be considered as completed hours. **

Although presented in 8-week terms as the didactic courses, practicum courses differ slightly as MFT 640A-F include a 2-hour live conference meeting via Zoom. Students will log in once per week for the T UW supervision meeting, instead of participating in weekly discussion threads. The meeting is facilitated in a group setting and includes a T UW supervisor and up to 8 students. The course still requires a case assignment and signature assignment (please see Practicum Course Module one in the student portal for MFT 640 for details).

The purpose of the weekly 2-hour live conference meeting is to ensure students develop their clinical skills and achieve MFT student learning outcomes. For the weekly conference meetings professors provide feedback to students in the MFT program, complete formal evaluations of students, review, and grade site supervisors' evaluations and ultimately grade students in the practicum course. This confirms that students matriculate with adequate competence to practice in the community and maintain quality to the MFT field.

Students will select their practicum conference time on Sunday evening PST before the first day of each term. The Assistant Program Director/Practicum Coordinator will provide students with instructions for

selecting a conference and provide a list of the available conference times for the applicable term. Conferences will be offered Sunday-Saturday in the morning, afternoon, and evenings. The selection for the conferences will be on first-come, first-serve basis. It is a COAMFTE standard that group supervision consists of a maximum of 8 students; therefore, each conference will immediately close once it has reached the maximum.

Note: Not all students will complete their Clinical hours during the 6 courses and may need to enroll in an additional Clinical Practicum Continuation Courses until all 300 client contact hours and 100 supervision hours (or designated state required hours) are completed. The cost is \$750 per continuation course, and it is a zero-credit course.

Also, students who complete all 300 client contact hours and 100 supervision hours prior to the completion of the 6th Clinical Practicum course, may elect to terminate from their sites. **If a student elects to end his/her site placement Clinical Practicum having attained the required client contact hours, at end of the term the required hours were attained, the student may request approval of the hours from the Academic Advisor and/or Assistant Program Director/Practicum Coordinator at the end of the term the hours were achieved. The student must complete the following term at the site, allowing for Verification of Hours by the Practicum Team, transitioning of clients, adequate notification to site supervisors and submission of all termination evaluation forms. Students will receive a letter from the Practicum Team notifying approval to elect the Alternative Research Project Assignment. Students will terminate from site at the end of the term and register as No Placement Site Practicum.** This is only available to students whose state has COAMFTE Standard 12.5 requirements.

**** Please note that some states minimum requirements for licensure application may be more than 300 direct client contact hours and 100 supervision hours. Therefore, students are required to check the licensure requirements for their respective state.**

Before a student can start the practicum process, they will participate in a practicum orientation where they will review program policies, rules, guidelines, best practices, as well as complete the on-boarding process. **Likewise, before students can begin practicum and obtaining hours, they must have an approved site, which is discussed in further detail in the [Approval of Site](#) section in this handbook.**

MFT student Trainees can fulfill practicum requirements for training at sites only after TUW Assistant Program Director and/or Practicum Team has approved the site and signed an MOA Agreement with the site. Please note: criminal background checks are required by certain internship sites. Further, having a criminal background may create an additional barrier for students in securing an internship site and pursuing licensure. The student is expected to discuss any potential issues with program staff upon admission to ensure appropriate planning for the student.

Practicum Course Goals

The primary goals of the Practicum course are twofold: (1) to help students learn to integrate theory and practice, and (2) to develop interpersonal skills that are associated with effective therapy. At the clinical practicum sites, student trainees provide therapeutic services under supervision. In the Practicum class, students present and discuss cases, show video footage, complete the self-reflection assignments, and discuss overall clinical experience. Students are encouraged to reflect upon their preferred therapeutic

models and modalities and the rationale for their use, and to develop the skills of critical thinking (see overview here <https://portal.tuw.edu/downloadsFiles/MFT%20640%20Module%201.pdf>)

Practicum is a class and students will have a series of tasks to complete which will include but not be limited to participating in a 2-hour zoom conference group supervision each week with TUW supervisors, completing homework assignments, and submitting hours for approval. Likewise, students and their site and practicum supervisors will be required to complete evaluations. If a student is having a problem at their site, the instructor, Assistant Program Director/Practicum Coordinator and/or other designated representatives appointed by the Program Director or School Director will intervene as needed.

A student can continue acquiring client contact hours beyond the required hours until he/she completes all 6 clinical practicum courses. If a student elects to end his/her site placement Clinical Practicum having attained the required client contact hours and supervision hours, at end of the term the required hours were attained, the student may request approval of the hours from the Academic Advisor and/or Assistant Practicum Coordinator at the end of the term the hours were achieved. The student must complete the following term at the site, allowing for Verification of Hours by the Practicum Team, transitioning of clients, adequate notification to site supervisors and submission of all termination evaluation forms. Students will receive a letter from the Practicum Team notifying approval to elect the Alternative Research Project Assignment. Students will terminate from site at the end of the term and register as No Placement Site Practicum.

The Board of Behavioral Sciences [B & P Code, Section 4980.37(4)] expects degree programs to “encourage students to develop those personal qualities that are intimately related to the counseling situation such as integrity, sensitivity, flexibility, insight, compassion, and personal presence.” The Practicum course sequence at TUW gives us the opportunity to assist students in the development of these personal qualities through feedback from fieldwork supervisors and practicum faculty.

****Requirements for Practicum Course Credit: Overview of Required Clinical and Supervision Hours**

TUW MFT Program requires minimum of 300 total **client** hours (including 100 of which must be relational or with couples or families). ****Students must receive at least 100 hours of individual and/or group supervision, of which 50 hours must be observable data , (live, videotape, or audiotape. Audio observable sessions cannot exceed 25 hours).** Observable data must be complemented with weekly case report supervision. This requirement is not only in alignment with requirements of the BBS in California but has also been structured to be in alignment with COAMFTE 12.5 standards for the COAMFTE approved clinical track and its associated courses. This phase is called supervised practicum (see more on TUW Clinical Practicum Program here: <https://portal.tuw.edu/downloadsFiles/TUW%20Clinical%20Practicum%20Program.pdf>) **refer to** Key Element III-A: Curriculum Alignment and Monitoring as well as Key Element III-C: Foundational and Advanced Application Components.

****Note: Students are required to check the licensure requirements for their respective state.**

Requirements for Practicum Course Credit: Direct Clinical Interaction

You, the supervisee, must meet ALL of the following criteria:

- Weeks of clinical work: The minimum number of weeks of clinical work is 8 weeks per session.
- You will obtain direct client contact hours at an approved site. Practicum hours cannot begin accruing until the first day of the first clinical practicum course MFT 640A (see more about TUW Clinical Practicum Hours Definitions here: <https://portal.tuw.edu/downloadsFiles/MFT%20640%20Module%202.pdf>)
- During the Practicum courses you must plan to have at least 6.38 client contact hours per week or be in the practicum site a minimum of 10 hours per week (or any other configuration as the agency for your practicum determines).
****Note: Check your state required hours and use the formula embedded in your student Portal (Practicum Dashboard) to calculate the required hours.**
- You may count no more than 20 hours of direct client contact for any week. This includes categories: individual, couple, group, family hours.
- You are not to get paid for practicum, but students are expected to check their state requirements.
- Personal psychotherapy may be counted for hours in some states but is not counted for TUW's 300-hour direct client contact hours requirement.
- You must enroll in and begin one of the practicum courses or practicum continuation courses in order for your practicum hours to count.
- If you have completed all the hours required by TUW and wish to collect additional hours at the practicum site, you must enroll in a practicum course. If you do not wish to pay for the additional practicum course, you must wait until after graduation to collect additional hours.
- During Practicum, you will have to upload the forms and weekly clinical hours signed by your site supervisor to your student dashboard in the Integrated Campus system.
- **Students should retain copies of all completed experience forms and any required documentation for your state's licensing board to aid in the post-degree application process to obtain your MFT Associate or Intern number (temporary license).**
- **Students should maintain their own BBS (in California) (or state board, if pursuing licensure in another state) forms, including their Weekly Logs, MFT Experience Verifications and original Supervisor Responsibility forms.**

Students must also ensure that the TUW's Addendum page is completed with their Supervisor Responsibility form. **Also, it is a good idea to make a copy of your "Supervisor's Evaluation of the Student."**

***TUW is not required by the BBS to hold onto MFT/Practicum student forms post-graduation. You are responsible for the safe-keeping of all your BBS forms!**

Requirements for Practicum Course Credit: Supervision Interaction

You, the supervisee, must meet ALL of the following criteria:

- **Weeks of Supervision:** The minimum number of weeks of supervision is **8 weeks** per session.
- Student will participate in weekly individual/group supervision with primary supervisor (affiliated with clinical site)— *(individual, group, or a combination.* **** (check your state board website or TUV's Dashboard for sample configurations).**
- **Students will obtain** at least two to three hours of supervision (individual, group, or combination)** per week by **the qualified primary placement site** supervisor.
- Student will participate in weekly group supervision with secondary supervisor (TUV faculty) for 2 hours (Group) .** These weekly group supervision hours occur in the practicum class and do not count towards the 100 hours supervision requirements unless YOU are presenting a video/audio in the practicum course.
- For any week in which you wish to count experience, you must have the required amount of supervision hours. No supervision during a particular week? *No hours may be counted for that week!*
- **California students must** follow the 5:1 ratio for **supervision hours per the BBS requirements.** This means that for every five (5) hours of direct client contact you gain as a trainee in Practicum, you need at least one hour of supervision at your placement site.
- No more than eight (8) supervisees may attend group supervision.
- 1 hour of supervision must be 60 minutes of supervision.
- No more than 5 total clock hours of supervision may be counted in any one week (Be sure to record all supervision hours on your logs for ratio purposes).
- TUV students must log weekly observable and case report supervision hour/s.
- Your supervisor at the clinical practicum site decides whether or not workshops, seminars and other training may be counted on the weekly logs for licensure. **Non-clinical/Alternative hours no longer count towards graduation hours. However, these may count for some states, check with your respective state board to determine requirements.**
- Please note some states have additional ways that they calculate supervisions, and it is the student's responsibility to know how hours are counted in the state the student plans to get licensed in.
 - For example, for Students intending to get licensed in California, for every five (5) hours of direct client contact you gain as a trainee in Practicum, you need at least one hour of individual supervision or 2 hours of group supervision, **but you still are required to follow the TUV guidelines for clinical and supervision hours.*****
- During Practicum, you will have to upload the forms and weekly client and supervision hours signed by your clinical site supervisor to your student dashboard in the Integrated Campus system
- **Students will maintain their own BBS (in California) (or state board, if pursuing licensure in another state) forms, including their Weekly Logs, MFT Experience Verifications and original Supervisor Responsibility Statements.**
- **Also, it is a good idea to make a copy of your "Supervisor's Evaluation of the Student".**
- **TUV is not required by the BBS to retain MFT/Practicum student forms post-graduation. You are responsible for the safekeeping of all your state required and or BBS forms!**

**** Note: Students are required to check the licensure requirements for their respective state supervision combinations/definitions.**

***** Note: With multiple accrediting/regulatory agencies, TUW exercises the autonomy to develop guidelines to ensure student success to meet agencies' requirements, while remaining aligned with the missions of both the MFT Program's and Institution's missions.**

Requirements for Practicum Course Credit: Grading

Practicum is graded on an "A/F" basis. "Credit" is given if ALL of the following criteria are met.

The student:

- attended class regularly (posted weekly activity as required **and video camera on during practicum conferences**). Click here for [Live Group Attendance Policy](#)
- received the minimum number of weeks of supervision for the term (8 weeks),
- received a satisfactory evaluation from the clinical supervisor,
- received a satisfactory evaluation from the Practicum Team
- demonstrated competence as a training therapist,
- did not show any signs of behavioral or emotional issues that would affect his or her clinical judgment and performance,
- showed understanding of and compliance with legal and ethical issues,
- was directly observed ("live"-supervision or video or audio-tape) and engaged in case report by Clinical Supervisor/s at Site AND by TUW Supervisors,
- complete all assignments, including case assignment, signature, discussions, and self-reflection assignments.

A grade of "F" may be given if ANY of the following conditions occur.

The student:

- did not file an approved "MOA" with the Coordinator of the Practicum.
- failed to comply with the terms of the "MOA."
- attended training sporadically with unexplained or unexcused absences.
- take vacation/breaks without site supervisors' approval.
- performed poorly or did not meet MFT trainee standards for adequate performance.
- saw no clients.
- received an unsatisfactory evaluation from the site clinical supervisor.
- received an unsatisfactory evaluation from the TUW Supervisor.
- demonstrated gross incompetence as a training therapist.
- showed behavioral or emotional issues that raised questions about his or her clinical judgment and performance and/or violated ethical principles or legal standards in work with clients.
- was dismissed from the practicum site.
- failed to complete requirements of a previous semester's number of hours.

****Again, as a reminder, you must be enrolled in a practicum course to count your clinical hours!***

****Reminder: you will need to enroll in Practicum continuation courses if you have not completed the minimum clinical hour requirements for graduation.***

When to Take Practicum

Students who wait until the last year of their program to take Practicum may be better prepared academically. Given these considerations, we recommend that students take practicum after completing 12 courses or 36 credits (see courses on next page that must be taken prior to starting practicum). Securing a practicum site is important and can take at least 6 months to a year prior to starting the practicum.

As a reminder, the MFT **Clinical track approved by COAMFTE and the LPCC track** requirement for pre-degree practicum hours is a minimum of **300 total client hours** (including 100 of which must be relational or with couples or families).** Students receive 100 hours of individual and/or group supervision, at least 50 hours of which are based on direct observation, videotape, or audiotape, and at least 25 of the 50 based only on live observation or videotape) to fulfill the master's degree requirements. Observable data must be complemented with weekly case report supervision. Students are expected to complete **four gatekeeper courses** before being allowed to enter the practicum portal in the Integrated Campus system and are expected to complete the following courses prior to starting practicum based on their specific course plan as approved or encouraged by the student advisor.

***Before taking Practicum, students must have completed the following courses:**

Course Number	Course Title	Semester Credit Hours
MFT 610	Contemporary Issues in Marriage & Family Therapy	3
MFT 611	Foundations of Psychopathology	3
MFT 612	Couples Counseling	3
MFT 613	Child-Focused Family Therapy	3
MFT 614	Development Within the Family Life Cycle	3
MFT 615	Psychopharmacology	3
MFT 616	Society, Culture and Gender: A Multi-Cultural Perspective	3
MFT 617	Research Methodology	3
MFT 618	Group Counseling	3
MFT 619	Assessment & Testing for Marriage & Family Therapist	3
MFT 630	Ethics & Law for Marriage & Family Therapy	3
*MFT 626	Substance Abuse & Recovery	3

***For students who will be conducting their Practicum at a Drug and Substance Abuse Treatment site, MFT 626 Substance Abuse & Recovery is highly recommended prior to beginning the Practicum.**

****Note that some states minimum requirements for licensure application may be more than 300 direct client contact hours and 100 supervision hours. Therefore, students are required to check the licensure requirements for their respective state.**

Academic Policy for Practicum

The MFT program is a professional program that leads to Licensure in the profession. The program consists of several steps in order to complete the curriculum approved by the BBS and other states, as well as the COAMFTE approved MFT clinical track 1.

The number of courses totals 18 credit hours and 6 practicum courses. Each course is 3 credits, and this includes the practicum credits and hours required to be completed, for a total of 72 credits.

Students must complete a minimum of 36 credits (required courses outlined on the previous page in this handbook) in order to be eligible to register for the first practicum course, MFT 640A Clinical Practicum I.

If a student exhausted all didactic courses he/she/they MUST register for practicum MFT 640A. If a student is not able to obtain a practicum site and enroll in MFT 640 by the third session after exhausting all didactic courses, the student must choose between the M.A. in Marriage and Family (non-clinical track) or contact the academic advisor to consider alternative options.

Prior to registering to the Practicum course, it is imperative that the student contacts the MFT program to ensure that the pre-practicum process is completed as well as the student propose sites in their area of residence.

A student who is not able to start the practicum while registered in a MFT 640 course must drop the course within the first two weeks of the session's add/drop period and register for another course. TUW allows three (3) attempts to start the practicum and drop an MFT 640 series course. After the third attempt, the student will have a choice to continue the program without practicum and complete the non-licensure track or contact the academic advisor to consider alternative options.

Practicum Site Resources

Students are eligible for Practicum credit and the Program's approval of hours when they are conducting their practicum in sites that have been evaluated and approved by the Assistant Program Director/Practicum Coordinator and/or other designated representative appointed by the Program Director or School Director.

Out-Of-State Sites (CA BBS)

In the past, the students that conducted their practicum out of state had to apply for the licensure in the state that they conducted their practicum. Recently the BBS has cleared the way for students to gain their **practicum experience** outside of California, but challenges remain. The BBS will evaluate hours earned out of state, just as other states will do when students attend school out of state where they plan to obtain their license.

How to Use the Written Agreement

The written agreement between TUW and the site is a document called the **MOA**. **This form will be provided to students once they get approved to enter the practicum portal in the Integrated Campus**

system and they complete the practicum orientation. Additional forms for approval of the student's clinical experience are located in the students' IC Portal. Those responsible for the student's training sign the agreement to indicate their willingness to meet the provisions therein. Those signing are:

- (1) The Site Supervisor(s),
- (2) The representative of the clinical site (frequently the Agency Director), and
- (3) TUW Assistant Program Director/Practicum Coordinator and/or other designated representatives appointed by the Program Director or School Director.

Because we want to be sure that your clinical experience meets state specifications, the MOA ***must be signed before your hours will count.***

How to Locate an Appropriate Practicum Site

The program will provide assistance in finding the practicum site but **cannot guarantee a practicum site to the student.** It is part of the professional growth and development of graduate students to try to obtain a practicum site (similar to finding employment in the MFT field after graduation).

Although the prospect of locating a practicum site may seem intimidating, in actuality the steps to follow are relatively straight-forward. They are as follows:

STEP 1: Learn about the process

Begin your search for a site before enrolling in MFT 640A-Clinical Practicum I, by researching possible practicum sites on the internet in the area of your residence, seeking volunteer experience, or training. Review your state requirement for supervised practicum. What is good supervision, what documentation - if lacking - will cause the BBS or your state's board to reject your hours, what kinds of clinical experiences to seek, and other essential information, including sites that have current openings for MFT Trainees. Contact the Assistant Program/Practicum Coordinator to assist with questions and or inquiries. **Students must have secured an MFT practicum** site and have an MOA Agreement signed and submitted to the university's MFT program prior to the first week of their practicum class.

Note: The practicum team will host practicum-orientation meetings twice per term, which reviews program and practicum requirements plus the interview process. Students eligible to start practicum will be invited to attend one of the meetings.

Approval of Site

The practicum site must be approved by the Assistant Practicum Coordinator and/or other designated representatives appointed by the Program Director or School Director. Students will complete and submit a request for a practicum site through the IC portal. This request will include background information about the site and about the Clinical Supervisor at the site. Once it is submitted, it will be approved or rejected based on the site, type of clinical work available (including relational **and observable** hours) as well as the credentials of the supervisor at the site. In particular, the site will need to have a clinical supervisor according to COAMFTE 12.5 standards for those in the MA-MFT Approved Clinical track 1 that meets TUW's definition of equivalent Supervisor. The Assistant Practicum Coordinator and/or other designated representatives appointed by the Program Director or School

Director can work with students to detail specific requirements related to both the site and the supervisor credentials. The student can interview for a site before it is approved, but the student is encouraged to inquire about the likelihood of approval in advance with the Assistant Practicum Coordinator before completing step 2 of the process.

To continue your search for a practicum site you will need the name of the contact person and the telephone number of the agency. You will find that the initial steps for almost all of the sites are to telephone the contact person, send a résumé, and arrange an interview. It also helps expedite the possible approval of a new setting when the student facilitates the paperwork process with the Practicum Team and the prospective site.

CAUTION: If you are interested in a particular site but do not know if we know about it, do not assume that we do not know about it and go for an interview! **Before contacting a site that is not recommended by Practicum Team, please consult the Assistant Program Director/Practicum Coordinator first!**

Please Note: criminal background checks are required by certain practicum sites. Further having a criminal background may create an additional barrier for students in securing a practicum site and pursuing licensure. The student is expected to discuss any potential issues with program staff upon admission to ensure appropriate planning for the student.

Telemental Health

Telemental health (also referred to as online therapy and E-counseling) is internet based mental health services. It may include interactive audio or tele-video conferencing technologies for conducting counseling sessions with clients. Students are responsible for following the rules/regulations of their state licensing board. Here is a link to further your research (see [State Guide for Telehealth \(aamft.org\)](https://www.aamft.org/Online_Education/Online_Therapy_Guidelines_2.aspx)). If your state board permits telehealth, TUW's MFT Program will as well.

Consider the following in conversations with your site supervisor:

- Does my state allow interns (i.e., pre-degree student therapists) to participate in telehealth sessions?
- AAMFT Code of Ethics requires training before doing telehealth therapy. Does my state have minimum requirements for distance-based or technology assisted training before providing telehealth therapy?
- Are there any ethical considerations to be mindful of, such as client abandonment and confidentiality, if I engage or NOT in telehealth sessions?
- Do I have the necessary training, liability insurance, supervision support, and resources to conduct telehealth sessions?

The following resource provides guidelines from AAMFT that should be carefully reviewed and discussed with your site and supervisor: https://www.aamft.org/Online_Education/Online_Therapy_Guidelines_2.aspx.

Private Practice for Trainees in Practicum

The regulations that restrict MFT Trainees from working in private practice were adopted to protect Trainees. It is believed that a private practice is vulnerable to economic and other pressures that a public, non-profit agency is not. Although it is an obvious generalization, private practitioners are responsible only to themselves and have the freedom to move about more or less at will. Some State Boards are concerned that a Trainee in private practice could be left “high and dry” if the supervisors were to suddenly abandon his or her office. California prohibits trainees to do practicum at private practices, while other states may allow it, check with your respective state to determine if placement at a private practice is allowed. In addition, the Board (BBS) is concerned that the economic pressures upon a private, for-profit venture might be placed upon the Trainee, who would then be required to perform duties beyond those appropriate for his or her level of education and ability.

STEP 2: Prepare a résumé that is personalized for each site

A résumé is a summary of your professional and educational history. A cover letter is a summary of your background experience, qualifications, as well as where you detail your level of interest for the position. Your resume and cover letter will be submitted to integrated portal as part of the practicum onboarding process. If you need assistance with your resume or cover letter you may refer to resources provided by TUW as well as may contact the Assistant Program Director/Practicum Coordinator and/or other designated representatives appointed by the Program Director or School Director. **Students can use the resume builder found on the Optimal Resume tab in the student portal in the IC system.**

STEP 3: Create a cover letter

Taking the time to craft a cover letter now will definitely pay off. A cover letter shows the agency directors and employers that you have the skills and characteristics they are looking for. The cover letter should have the same heading as the résumé and reference page and should be about 3/4 of a page long. **There is a sample cover letter for reference within the IC portal.**

Guidelines in creating a cover letter follow:

- In the first paragraph, you should let the director of the agency know specifically for which traineeship you are applying (Supervised practicum as part of the MFT program). Also, it is helpful to the employer if you reveal how you heard about this traineeship. You need to provide information about Touro University Worldwide. Also attach the letter of introduction from the Assistant Program Director/Practicum Coordinator.
- In the second paragraph, you should detail your skills, qualifications and responsibilities that are directly related to the MFT practicum traineeship you are seeking.
- In the third paragraph, respectfully and cautiously show your appreciation for the opportunity to interview and let the employer know that you are flexible in your schedule and are available to meet him or her at his or her convenience. Also, include your phone number before closing.
- It helps the prospective employer if your résumé, cover letter and reference match in color, style and heading. Remember to use a clear printing font that is easily transmittable by facsimile transfer (FAX), in case you need to send your résumé package by FAX.

***REMEMBER TO EDIT YOUR WORK! CHECK FOR MISTAKES IN SPELLING, TYPING AND GRAMMAR! GIVE YOUR WORK A PROFESSIONAL APPEARANCE! NEATNESS IS PARAMOUNT!**

STEP 4: Arrange for an interview.

Telephone the contact person listed on the agency website or practicum site list and arrange for an interview. Ask this person what you should bring to the interview and follow her or his instructions exactly. Be aware that some agencies conduct the initial interview over the phone. FAX or email your résumé to the contact person, if requested. We recommend contacting 20-25 agencies in your area during this process.

STEP 5: Follow-up with your contacts.

Be diligent and follow through after your first contact. After sending your résumé, call sites back and make and keep your appointment for an interview, as needed. Following up is an essential step in securing an interview.

STEP 6: Go to your interview.

During the interview, the agency contact person will attempt to assess your potential as a trainee therapist and to determine the match between your interests and abilities and those needed by the agency. Some agencies need Trainees with some prior clinical experience; others are quite satisfied to use therapists who are just starting out. In addition to seeing clients, some sites want Trainees to work at the desk and help with clinic management. Others want Trainees to have had personal therapy; still others require Trainees to pay for supervision (Please note it is not allowed by the BBS to pay for supervision!!). Look at the agency websites to find out what an agency requires and/or prefers in terms of Trainee skills, availability and requirements. Whenever possible, demonstrate your interest in a particular site by showing your knowledge of its requirements for Trainees, its clinical orientations, populations served, and so forth. Be prepared to describe a therapeutic approach you would use in a clinical setting. Feel free to ask the Assistant Program Director and/or Practicum Team about agency interviews. After each interview, follow up with a "Thank You" note. There are Common Interview questions and tips to reference within the IC portal.

Questions to Ask During Your Interview:

- Inquire about PROFESSIONAL LIABILITY INSURANCE. Insurance companies who underwrite professional liability coverage to mental health agencies usually sell an umbrella policy that covers both licensed and unlicensed personnel. Ask your potential supervisor or the director of the agency about its coverage of trainees.
- In addition to agency coverage, **students in practicum are required to obtain their own professional liability policies.** An application for such coverage can be obtained online. Note that the professional liability carriers only cover students who are required to complete practicum hours as part of their university programs. This refers only to MFT students who are formally enrolled in the practicum course. AAMFT and CAMFT offer student liability insurance for a year for a one-million-dollar policy.
- Inquire about your supervisor's experience and approach to supervision. Good clinical supervision is of the utmost importance for your clinical training experience. We ask that you meet with your clinical supervisor prior to accepting a Traineeship. (Please review the requirements from the supervisor and forms to be filled out at the BBS site (California) and/or the license board website for the state you plan to pursue licensure in.
- Excellent articles on clinical supervision can be found on our professional associations' websites:
 - www.aamft.org and www.camft.org.
- Inquire about your supervisor's completion of **mandated training in supervision.**

- Inquire about matching your personal weekly schedule with their weekly training schedule in the best interest of the agency and their clientele.
- **Inquire about the supervisor's process of approving hours. T UW will provide site supervisor access to the IC portal to obtain information of T UW's program requirements and clinical hours definitions.**

STEP 7. You did it-Good job!

As soon as you have secured an appropriate practicum site, take all completed documents (Acknowledgement Statement, MOA signed Agreement and Supervisor Responsibility Statement) and upload them to the IC system. **The Program will request a copy of the supervisor's resume, proof of license and supportive documentation of training in supervision be uploaded in the practicum section of the IC portal for review and approval. Once each document is approved, then the registration lock on MFT 640A Clinical Practicum will be removed.** Practicum hours towards graduation do not begin accruing until the start of practicum class and your registration.

**Please note: Students are eligible for Practicum credit and approval of hours when they are working in sites that have been evaluated and approved by the university /Assistant Program Director.*

The Process to Obtain Licensure as an LMFT

Applicants to their respective states must fulfill specific educational and experiential requirements. In general, applicants must have completed an appropriate graduate degree, which includes a minimum of **300 total client hours** (including 100 of which must be relational or with couples or families).** Students receive 100 hours of individual and/or group supervision, at least 50 hours of which are based on direct observation, videotape, or audiotape. Only 25 of the 50 can be audiotape) to fulfill the master's degree requirements. The MFT Program uses observable and case report supervision for weekly fulfillment of requirements for students meeting the COAMFTE relational/systemic philosophy. See more on **Clinical Practicum Definitions** here: <https://portal.tuw.edu/downloadsFiles/MFT%20640%20Module%202.pdf>.

Upon graduation, students will collect all of their documents regarding degree completion, evidence of clinical/supervision hours, and any required application materials, and will submit them to their state licensing board. This is generally required to obtain approval to engage in post-degree clinical work and qualify to take the licensure exam, depending on the state. In addition to this process, individuals are required to complete a set amount of post-degree clinical hours, which may be combined with some or all of the clinical hours obtained while a student registered in practicum, for a total amount of hours required for licensure. Students are required to check the licensing requirements for their state to ensure they become registered as an intern or associate and gain approval to start collecting post-degree hours. **(Please see additional details below).**

In California

Individuals need 3,000 hours of experience under the direct supervision of qualified supervisors. This part is called supervised Internship. After Graduation you need to become an MFT Associate instead of a Trainee. You will request from the BBS the temporary license to do your internship:

- Applicants are eligible to take the written exams when all academic and experiential requirements have been completed.

- You may earn up to 1,300 supervised hours before graduation (depends on specific states), or after graduation during the waiting period for temporary licensure.
- After graduation you must gain at least 1,700 hours (depends on specific states).
- To earn ANY hours in private practice, one must have already graduated and registered with the BBS or your State as an MFT Associate and have received an Associate Registration Number from the State Board.
- While working on intern hours, you must renew your registration with the BBS or other states annually. Five renewals are allowed, for a total of six years in which to gain hours as an Intern.
- If your **supervisor changed**, you must furnish your new supervisor with your previous supervisor's name and address.
- **Important: Should you register as an Associate if you don't want to gain hours immediately?**
 - Don't start your intern clock until you are ready.
 - If, after graduation, you plan to step temporarily away from your career path for whatever reason, we suggest that you delay your Intern registration until you can be reasonably sure that you can earn the required number of hours within six years.
- To count hours gained after you finish your degree, you must register with the board in your state and follow their requirements. Specifically, in California, the Board requests that you allow up to 60 days for your application to be processed. (Instructions for completing the LiveScan fingerprinting will be included in the MFT Intern Registration Packet found on the [BBS website](#)). You may count hours worked during the time period between graduation and receiving your Intern Registration number as long as you:
 - Apply for an Associate Registration number within 90 days the date the degree was posted on transcript, and
 - Work in a setting defined by law for Trainees. To work in private practice, even as a volunteer, you must have your Associate Number in hand.

NOTE: If you miss the 90-day window, don't panic. The only result is that you won't be able to count post-MA hours until you receive your Associate Registration number. However, there may be different procedures in other states and students are expected to check the licensing requirements for their specific state.

Other States

Requirements for licensure in other states varies. Some states allow the student to sit for the licensure exam upon graduation after submitting required application and gaining approval to start post degree clinical hours, while others may not. Some allow clinical hours obtained while a registered student in practicum to count towards the total amount of hours needed for licensure, while others may not.

- Before or at the start of practicum, the student will be required to review requirements for licensure in their state or state they plan to pursue licensure in, to ensure they are aware of the requirements that will be applicable to them.
- Generally, after graduation students must submit an application to their licensure board, which may include a plan and contract to complete post graduate clinical hours and supervision hours.
- Likewise, the licensing board will determine when individuals are qualified to sit for the MFT or LPCC exam. Most states require anywhere from 2,500 to 3,000 clinical hours for Licensure, but students must check with their respective states.

Track 3: MFT Non-Clinical Track Required Courses & Curriculum*

The MFT curriculum is not accredited by COAMFTE or educational requirements approved by the CA BBS, and comprised of 18 courses without any practicum courses for a total of 54 semester credits. The Capstone course is also different from the Capstone course in the clinical MFT tracks. (Each course is 3 semester credits).

The non-clinical track is for students not interested in pursuing licensure as a MFT or LPCC. Students who complete the non-clinical track may decide to pursue a career where they work with and/or on behalf of individuals, couples, and families in a way that does not require a clinical license. Graduates may decide to work in a variety of settings, including but not limited to the broader human services field, social services industry, among others. The non-clinical degree does not lead to a clinical license or credential. (Each course is 3 semester credits).

REQUIRED CORE COURSES (54 semester credit hours)

Course Number	Course Title	Semester Credit Hours
MFT 610	Contemporary Issues in Marriage & Family Therapy	3
MFT 611	Foundations of Psychopathology	3
MFT 612	Couples Counseling	3
MFT 613	Child-Focused Family Therapy	3
MFT 614	Development Within the Family Life Cycle	3
MFT 615	Psychopharmacology	3
MFT 616	Society, Culture and Gender: A Multi-Cultural Perspective	3
MFT 617	Research Methodology	3
MFT 618	Group Counseling	3
MFT 619	Assessment & Testing for the Marriage & Family Therapist	3
MFT 620	Human Sexuality	3
MFT 626	Substance Abuse & Recovery	3
MFT 627	Studies in Human Communication	3
MFT 628	Adolescent-Focused Family Therapy	3
MFT 629	Aging, Illness & Long-Term Care Concerns	3
MFT 630	Ethics & Law for Marriage & Family Therapy	3
MFT 635	Treatment of Trauma in Families	3
MFT 699	Capstone	3

*The non-clinical track for the MFT program is available for **1) students who do not intend to engage in direct clinical practice after graduation, 2) students who reside in a country or state that does not regulate MFT, or 3) students that intend to engage in direct clinical practice, but plan to pursue licensure in a state that does not require practicum prior to graduation.** The Non-clinical Track follows the same curriculum distribution as the clinical track, excluding the Practicum classes and utilizes a different Capstone course. **Students understand that in the absence of the clinical track with the required practicum component, TUW cannot sign off on**

any practicum hours toward a specific state's licensure requirements. Students who are interested in this track while currently enrolled in one of the clinical tracks, will submit a signed form requesting to move to the non-clinical track. The form should be signed by the student and the MFT Program Director and submitted to the registrar. Students understand that they will receive their Master's degree in Marriage and Family and that **Non-Clinical track** will be noted on their transcript and diploma.

CONTINUOUS ENROLLMENT AND LEAVE OF ABSENCE (LOA)

Students who temporarily drop out of the university may find that degree requirements have changed during their absence. To keep curricular modifications to a minimum, it is a good idea to remain continuously enrolled until you graduate. This means that you should enroll in at least one course during each of the Fall, Spring and Summer terms (e.g., 1 course in Fall 1, 1 Course in Fall 2, etc.). Students who are absent for two or more years must reapply to the program and comply with admissions and program requirements in effect at the time.

Note: *During the time of LOA or temporary drop out, students cannot continue with practicum. If not enrolled in a practicum course, a student's practicum hours will not count.*

One 8-week Leave of Absence (LOA) is permitted during a 12 month period of time. To request a LOA, students may login to the student portal and:

- Locate "LOA Request," on the left-hand side of the navigational panel.
- Fill out the appropriate information.
- When prompted to upload a document, any supportive documentation or simply a word document stating the request and the reason why should be provided.
- Follow the prompts until successful submission of the LOA request, in which Administration will then review.
- Students are to register for the term of their return.

The full LOA policy may be reviewed in the university catalog at <https://www.tuw.edu/students/university-catalog/>. Students needing assistance can also contact their academic advisor for guidance.

BEHAVIORAL STANDARDS

The TUW catalog also addresses nonacademic matters, thus in addition to meeting academic standards for graduation, students are expected to meet generally accepted behavioral criteria for a mental health professional. Relevant areas include the following:

- appropriate ethical-legal standards,
- demonstrating reasonable maturity in professional interpersonal contacts, and
- remaining relatively free of personal-emotional behaviors that could constitute a potential threat to the welfare of the public to be served.

In accordance with the TUW Code of Conduct as stipulated in the catalog any faculty, staff, MFT Program Administration, and or University administrator can refer student conduct to the TUW student conduct committee. At this point, due process will ensue and based on the outcome of this process, disciplinary actions or sanctions that the code of conduct committee deems appropriate and fair will be applied. Every attempt will be made to resolve problems, and it is possible that these procedures could

lead to dismissal from the program as detailed in the Evaluation of Student's Suitability to Become Therapists section, and or the Remediation and Dismissal Policy sections in this handbook.

CODE OF CONDUCT EXCERPT FROM TUW CATALOG

(see <https://www.tuw.edu/students/university-catalog/>)

The following procedures consonant with the due process have been approved by the Board of Trustees. Any student on campus may be placed on probation, suspended, expelled, or given a lesser sanction for one or more of the following:

- Cheating or plagiarism in connection with any academic program.
- Forgery, alteration or misuse of campus documents, records, or identification or knowingly furnishing false information.
- Misrepresentation of oneself or of an organization to be an agent of the University.
- Obstruction or disruption, on or off campus property, of the educational process, administrative process or other function.
- Physical abuse of the University, family members, or the threat of physical abuse.
- Theft of, or non-accidental damage to, University property, or property in the postterm of, or owned by, members of the University.
- Unauthorized entry into, unauthorized use of, or misuse of university property;
- On University property, the sale of dangerous drugs, restricted dangerous drugs, or narcotics as those terms are used in California statutes, except when lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the purpose of research, instruction or analysis.
- Knowing, possessing, or use of explosives, dangerous chemicals or deadly weapons on campus property or at a campus function.
- Engaging in lewd, indecent or obscene behavior on campus property or at a campus function.
- Abusive behavior, directed toward, or hazing of, a member of the University campus.
- Violation of any order of the Touro University Worldwide Chancellor and CEO, notice of which had been given prior to when such violation occurs; either by publication in the campus Catalog, or by posting notice on the official website designated for this purpose, and which order is consistent with any of the other provisions of this section.
- Sharing electronic message other than the individual the message intended for and named in the message.
- Deliver, distribute or copy this message and do not disclose its contents or take any action in reliance on the information it contains as it constitutes the violation of the university code of conduct; and
- Soliciting or assisting another to do any act which would subject a student to expulsion, suspension or probation.

GRADING AND ASSESSMENT

Grading and assessment align with the TUW catalog policy that states grades are determined by faculty in a number of ways. That is, faculty choose the criteria by which to determine their students' grades, which may include the quality of work, promptness in completing assignments, attendance and participation. Criteria for grading is located in the course syllabi that students' access on the first day of the course. TUW policy holds that the University will provide guidance to new faculty regarding grading criteria. It is the policy of the TUW MFT program to follow the university policy in that MFT faculty members will establish their policies for grading and assessment in accordance with the university's policy on grading/assessment.

PERSONAL THERAPY

The California BBS encourages those who apply for an LMFT to undergo their own personal therapy. Currently, for California, you may accrue psychotherapy hours towards licensure, but your therapist must be a qualified, licensed therapist. Hours of therapy received either as a student trainee and/or registered intern in California are currently triple-counted, up to a 300-hour maximum at the time of licensure application. You can receive individual, couple, family and/or group therapy. For the TUW MFT Program, Personal Psychotherapy hours cannot be counted towards your 300 required client contact practicum hours.** However, students may check with their respective state boards to determine if such hours can be counted towards their licensure application.

****Note: Students are required to check the licensure requirements for their respective state.**

TUW does not require its MFT students to undergo personal therapy, but we solidly recommend it. *The MFT faculty and administration recommend personal therapy for all students training to be LMFT since it is believed that personal therapy is a vital component of the training and growth of the person, and that it is the professional responsibility of every therapist to identify, address and work through personal and relational issues which may have an impact on clinical interactions with future clients.* Personal therapy may increase your chances of securing a practicum site when it comes time to find a site for practicum and/or your post-degree internship.

WHEN TO RECEIVE THERAPY

Some states allow you to count personal therapy hours towards your required MFT hours. It is the student's responsibility to check the licensing requirements for their state. **Also, personal therapy hours will not count towards the required 300 total client contact practicum hours.****

****Note: Students are required to check the licensure requirements for their respective state.**

In California, all hours that you wish the board to evaluate for license requirements must have been earned within the six (6) years preceding the date you apply for the exam. However, the Board will evaluate up to 750 hours gained during pre-degree (excluding personal therapy), even if they were earned more than six years before filing for the exam (see https://www.bbs.ca.gov/pdf/publications/mft_faq.pdf).

REMEDIATION AND DISMISSAL POLICY

Because it is the goal of the Program faculty and staff to maintain the integrity of the program, aspire to ensure the well-being of mental health consumers receiving services from their students and facilitate students' successful completion of the program, evaluations of student conduct and academic performance are taken very seriously. The MFT Program Director, in concert with faculty and appropriate staff, may require discussions with a student who has presented significant behavioral or academic concerns to the faculty and staff. These discussions may result in requirements of student remediation to include faculty or peer-mentoring and specific evidence of remediation in order for the student to continue in the program. There may also be requirements for ongoing monitoring of the student's remediation to ensure the successful resolution of the problems. TUW will document such

requirements which will be provided to the student. The student may choose to concur with these requirements or decide that they do not agree with the decisions. If there is no consensus between the Program Director, staff and faculty and the student, the student may proceed according to the policy in the TUW catalog.

CODE OF CONDUCT

TUW MFT students must follow and acquaint themselves with the TUW Student Plagiarism policy and TUW Code of Conduct found in the university catalog, and the AAMFT Code of Ethics. Likewise, the TUW MFT program requires students to follow applicable codes of ethics, licensure board statutes and regulations/rules, applicable federal law, state law, and agency codes of conduct in their clinical placement sites. Please review the following summary of the Plagiarism policy, university Code of Conduct, and AAMFT Code of Ethics in the following sections.

PLAGIARISM POLICY

Academic Integrity violations will not be tolerated within the program. All students must review the Academic Integrity video during the student orientation where the video places emphasis on Plagiarism.

In addition, each syllabus contains a statement about academic integrity that includes plagiarism. Confirmed cases of suspected plagiarism within the program will follow the university's plagiarism policy. Touro University Worldwide uses Copyleaks.

The Copyleaks plagiarism system within TUW's LMS randomly selects about 30% of all paper submissions and scans students' papers for Plagiarism. Instructors receive a detailed report of the scan results. Instructors can use Copyleaks to assess the authenticity of students' work and may submit any assignment suspected of being plagiarized to the Copyleaks system.

Plagiarism also includes improperly citing sources which is also an Academic Integrity Policy Violation. As a result of academic integrity violation, the faculty member may assign an unsatisfactory grade that can lead to failure in the course and Academic probation (see **TUW's plagiarism and Code of Conduct policies**).

AAMFT CODE OF ETHICS

(Retrieved from https://www.aamft.org/Legal_Ethics/Code_of_Ethics.aspx)

STANDARD I

RESPONSIBILITY TO CLIENTS

Marriage and family therapists advance the welfare of families and individuals and make reasonable efforts to find the appropriate balance between conflicting goals within the family system.

STANDARD II

CONFIDENTIALITY

Marriage and family therapists have unique confidentiality concerns because the client in a therapeutic relationship may be more than one person. Therapists respect and guard the confidences of each individual client.

STANDARD III

PROFESSIONAL COMPETENCE AND INTEGRITY

Marriage and family therapists maintain high standards of professional competence and integrity.

STANDARD IV

RESPONSIBILITY TO STUDENTS AND SUPERVISEES

Marriage and family therapists do not exploit the trust and dependency of students and supervisees.

STANDARD V

RESEARCH AND PUBLICATION

Marriage and family therapists respect the dignity and protect the welfare of research participants, and are aware of applicable laws, regulations, and professional standards governing the conduct of research.

STANDARD VI

TECHNOLOGY-ASSISTED PROFESSIONAL SERVICES

Therapy, supervision, and other professional services engaged in by marriage and family therapists take place over an increasing number of technological platforms. There are great benefits and responsibilities inherent in both the traditional therapeutic and supervision contexts, as well as in the utilization of technologically-assisted professional services. This standard addresses basic ethical requirements of offering therapy, supervision, and related professional services using electronic means.

STANDARD VII

PROFESSIONAL EVALUATIONS

Marriage and family therapists aspire to the highest of standards in providing testimony in various contexts within the legal system.

STANDARD VIII

FINANCIAL ARRANGEMENTS

Marriage and family therapists make financial arrangements with clients, third-party payers, and supervisees that are reasonably understandable and conform to accepted professional practices.

STANDARD IX

ADVERTISING

Marriage and family therapists engage in appropriate informational activities, including those that enable the public, referral sources, or others to choose professional services on an informed basis.

***For a complete list of each standard, please refer to**

https://www.aamft.org/Legal_Ethics/Code_of_Ethics.aspx.

STUDENT GRIEVANCE POLICY

The Marriage and Family Therapy Grievance policy aligns with the established TUW policy. Grievance procedures in academic matters are appropriate only in those cases in which there is reason to believe there has been bias or wrongdoing on the part of the faculty. It is important to understand that

grievances are not the same as disagreements. One cannot grieve an assigned grade, for example, merely because one disagrees with the grade. The purpose of the following procedures is to allow for the resolution of MA MFT student grievances in academic matters that result in injury to students.

Informal Procedures: A student who believes that the University or any administrative subdivision or employee thereof is biased or committed wrongdoing against her/him and that such action has resulted in insult and/or injury, the student is encouraged to attempt to resolve the matter informally with either the party alleged to have committed the violation (e.g., course instructor), with the head of the Program or School in which the alleged violation occurred, or both. An informal resolution of the grievance can occur at any time.

Formal Procedures: In the event that informal resolution is unsuccessful, the student may launch a formal grievance as follows:

- Within 10 days of the time in which the student could be reasonably expected to have knowledge of the alleged violation, or when the violation occurs, the student may request the Director of the Program to file a grievance and request a review.
- The student will provide the Provost or designated representative with a written statement within ten (10) working days after the student has informed that s/he/they wishes a review. This statement will include the specific nature of the grievance, all pertinent supporting data, and the nature of the action requested by the student to redress the grievance.
- Upon receiving written request for a review from the student, the Provost or designated representative, within ten (10) working days, will request written materials from the employee involved. The Provost or designated representative will promptly provide the employee with the student's written materials.
- The employee's materials will include responses to all points raised in the student's material and other pertinent data. The employee will provide the Provost or designated representative with a written statement within ten (14) working days after receipt of the student's materials.
- Upon receipt of the employee's statement, the Provost or designated representative will promptly provide a summary or copy of this to the student.
- The Provost or designated representative will meet by teleconference with the student and employee involved within ten (10) working days after receipt of material from the employee and attempt to resolve the alleged grievance.
- In the event that the grievance is still unsuccessfully resolved after the above steps, the student may request, within ten (10) working days after the meeting, that the Provost or designated representative convene an ad hoc Grievance Committee, the Chairperson of which is an Academic Affairs Council member. The ad hoc Committee will meet with the student and employee for a formal hearing as soon as reasonable, but no later than ten (10) working days after being constituted as a committee.
- The committee will inform the student and the Provost in writing the summary of the resolution. The resolution of the Grievance Committee will be final. The student may escalate the grievance to the Provost who will review the entire file and will provide a final report to the student within 3 weeks.

Student Complaints

The MFT Student Complaint process aligns with the TUW established process to resolve complaints internally. We believe that the vast majority of the issues can be internally resolved when students have

the opportunity to calmly communicate their concerns. To submit a complaint please go to the student portal and click on "Student Voice" to present a written complaint.

Complaints associated with accreditation standards may be filed with the WASC Senior College and University Commission (WSCUC), at <https://www.wscuc.org/resources/comments/>.

WASC Senior College and University Commission

1080 Marina Village Parkway Suite 500

Alameda, CA 94501

Phone: 510-748-9001

Fax: 510-748-9797

www.wscuc.org

California - An individual may contact the Bureau for Private Postsecondary Education for review of a complaint. The bureau may be contacted at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
Website address: <http://www.bppe.ca.gov/enforcement/complaint.shtml>. Tel: 916-431-6959 F: 916-263- 1897. All other complaints may be filed with the appropriate state agency in your state of residence.

Hawaii - A student also can file an external complaint with The Hawaii Post-secondary Education Authorization Program (HPEAP) <http://cca.hawaii.gov/hpeap/>. The HPEAP may investigate complaints based on possible violations of this chapter or rules. HPEAP cannot consider complaints that infringe on the academic or religious freedom of or question the curriculum content of an educational institution. You must use all administrative remedies available at the institution first. Hawaii Postsecondary Education Authorization Program (HPEAP) PO Box 541, Honolulu, Hawaii, 96809
hpeap@dcca.hawaii.gov, <http://cca.hawaii.gov/hpeap/student-complaint-process/>.

All other complaints may be filed with the appropriate state agency in your state of residence. Students may access specific contact information for the various states using the Student Complaint Process by State at: <https://nc-sara.org/guide/state-authorization-guide>

Students who receive military tuition assistance or veterans' benefits may submit complaints to the Postsecondary Education Complaint System, the VA hot line, or the Principle of Excellence Complaint Intake Questionnaire (see <https://www.benefits.va.gov/GIBILL/Feedback.asp>).

University Student Voice System (USVS) Policy & Protocol

Consistent with our mission and goal of a student-centered university, our student service model aims to develop policies that ensure student success with a holistic approach. We have designed a high-engagement support network for students addressing individual needs as progress is made towards the completion of all degrees at TUW to include the MA in Marriage and Family Therapy (MFT).

In TUW, we use your comments and feedback as the foundation of our own continuous improvement plan. Our latest effort to capture the voice of our students is the new University Student Voice System (USVS). This process establishes a central place where students can submit written compliments, complaints, or general comments. We believe the USVS directs our steps to address student concerns in a fair, efficient and collegial manner.

As you construct your submissions, we encourage you to be familiar with the Student Handbook found in the student portal, which includes your Rights and Codes of Conduct.

The USVS is open to all **students**. Submissions will be accepted via the student portal any of the following:

1. **Compliments**
2. **Complaints**
3. **Comments**

Please note: the student voice system should not be used if you need general assistance from IT support or advising. Students should contact the appropriate department directly for assistance. If you need assistance with contact information, please contact your advisor.

Compliments

At Touro University Worldwide, we strive to ensure your student experience is positive with high quality educational experiences. If you have a positive interaction with one of your faculty members, or one of your advisors went above and beyond, or if you want to share your positive learning experience with the university, we want to hear it! Providing a positive acknowledgement about the university or a university employee, (staff, faculty, or administration) is one way to show your appreciation and encourage each to keep doing a great job because it really does matter.

The following protocol shall serve as a guide for addressing student **compliments**:

1. Upon receipt of compliments, an email will be sent to the student acknowledging receipt of the compliments and copied to the person or department for which the compliment is addressed towards.
2. On occasion, the student may be asked to post their testimonials on our website, marketing materials, or any other TUW materials.

Complaints

If a student has a concern, the staff/faculty involved should make a genuine effort to resolve it. We believe issues are best resolved when students have the opportunity to calmly and honestly communicate details. When efforts to reach a mutually satisfactory resolution are unsuccessful, students are advised to proceed as quickly as possible to initiate a complaint. While we could identify processes to change, we believe your input will identify and confirm effective changes.

If any of the following statements apply to your situation, we invite you to share your experience, and we will provide assistance until the issue is resolved.

- If you are uncertain about which university policy, procedure, or regulation applies to your situation
- If you feel that you have been unfairly or inequitably treated by a university employee or that any university policy, procedure, or regulation has been applied unfairly or erroneously, or is itself fundamentally unfair
- If you have a problem that requires someone to help negotiate a solution, or to help facilitate your communication with faculty, staff, or others at TUW
- If you would like to find out who has the authority to make an exception to a rule or policy
- If you want to know the right person or office to whom to direct a formal complaint or grievance

Submissions will receive follow-up within 48 business hours. We guarantee that every effort will be made to resolve the complaint/grievance at an initial level. If that process is not satisfactory, the Office of Academic Affairs will be engaged to assist with the resolution of the complaint /grievance submitted.

The following protocol shall serve as a guide for addressing student **complaints**:

- To submit a complaint you must go to the [student portal](#) and click on “Student Voice”
- It is important to report complaints promptly and to include a short and concise statement of all the relevant facts and the action or remedy you are requesting so that an investigation can be completed and a resolution achieved
- Complaints must be filed within 10 business days from the date of the action or occurrence which is the subject of the complaint
- Within 48 business hours of submission of the complaint through our student portal, the student will receive an email acknowledging receipt of the complaint
- After review of each complaint, the appropriate personnel and/or department in which the complaint is against will be notified. The personnel/department in which the complaint is filed against has 48 business hours to respond
- If additional information is needed for the investigation from either party, each party has 5 days to provide the information and respond to all parties involved
- A complaint may be dismissed without further action, if the student fails to cooperate in the investigations
- The university shall maintain the confidentiality of the student to the extent possible during the complaint resolution process
- At the conclusion of the investigation and resolution, the student will be notified in writing by either the department head and or another designated representative
- In the event the student is not satisfied with the outcome and wish to take further actions, students have the right to appeal the decision following the guidelines of “Student Grievance Policy” which can be found in the university catalog
- All appeals will be recorded in the university student voice system.