

## REQUIREMENTS for FAMILY THERAPY INTERNSHIP

### DEPARTMENT OF FAMILY SCIENCES

#### **A. The following are requirements for the Family Therapy Internship Experience:**

1. The Internship experience is at least a year-long commitment. Your Internship class will meet 3 hours per week and you will also meet outside class with your Internship professor, on a schedule to be determined, for individual supervision. You will need to secure an off-campus site (or sites) that allow(s) you to conduct family and couples therapy. To meet the requirements for Internship, you will conduct therapy on the following schedule (approximate dates):

Fall semester: August 16 through December 18

Spring semester: January 7 through May 15

Summer semester: May 16 through August 15.

Students are required to complete **300 hours of direct face-to-face therapy across the semesters of their Internship experience, 150 of which must be with couples and families.** The remaining hours may be with individuals and groups. You are expected to practice using one of the models taught in our program and to become proficient in that model by your final semester of Internship. Internship will take approximately 20 hours per week of your time, so it is recommended that you plan accordingly.

2. It is expected that all semesters of Internship will be taken consecutively. Any student needing to take a one semester leave from this commitment will need to submit a letter to the Family Therapy faculty explaining the reason for the delay.

3. To begin your first semester of Internship you will need to have completed the required prerequisite courses, completed and filed a degree plan, and to have submitted an **Application for 1<sup>st</sup> Semester Family Therapy Internship** form with required attached documents (see application form). You will need to secure an approved off-campus agency site where you will conduct therapy. The process of contacting and interviewing with the off-campus sites is your responsibility. If you wish to see clients at the TWU Counseling and Family Therapy Clinic, contact the CFTC director about the requirements. You will complete an **Application for 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup> Semester Internship** form by the deadline for each subsequent semester of Internship.

4. You are advised to begin the search for approved off-campus sites at least a semester in advance. The off-campus site must meet the requirements as outlined below. Securing an off-campus site where you can practice requires getting approval from Internship faculty in advance for the chosen site. Most sites require you to interview and may have additional requirements. You will also complete the **Off-Campus Internship Site Information Form** and the signed **Off-Campus Internship Site Agreement** form. These are to be attached to the Internship application form along with the off-campus site supervisor's vita.

5. Submit the appropriate Internship application form to the Family Sciences Office HDB 115 by the **deadline for that semester**. (Spring semester – October 15; Summer semester – March 15; Fall semester – June 15). Ask that your form be date stamped by staff and placed in the Family Therapy Coordinator's mailbox.

6. Tuition fees for the coming semester must be paid before the student can conduct therapy, as professional liability insurance is paid for out of student fees. Once you have paid tuition for Internship class, your Professional Liability Insurance is in force for the upcoming 3 semesters.

**B. Off-Campus Internship Site Requirements:**

1. The site should allow you to have access to a **sufficient number of clients** for **individual, couple, and family therapy**. You will need to accumulate a total of 300 direct hours of therapy, 150 of which must be with couples and families, across your total Internship experience.

2. The site should allow you to do some videotaping of therapy sessions with written client permission.

3. The site should provide you with an on-site supervisor with the minimum qualifications of a clinical master's degree, systemic family therapy expertise, and two years of experience as a licensed therapist (LMFT-S or equivalent). Your supervisor will need to supply us with a professional vita in order to be approved as your site supervisor.

4. The off-campus site supervisor should be able to provide you with a minimum of one hour of individual supervision each week. During supervision your supervisor will review your cases, provide training, and observe your therapy tapes or your live sessions.

5. The site should allow the university professor who is your Internship instructor to make at least one site visit during the semester if needed.

6. The off-campus site supervisor should be willing to fill out an evaluation of your skills and abilities and to discuss your performance with your professor as needed.

7. Your site should be a state agency or other nonprofit agency or institution, rather than a for-profit hospital, agency, or practice, or pastoral counseling center.

8. If you hope to use an off-campus site that may not meet all of these criteria, please discuss it **well in advance** with Internship faculty to determine if alternate arrangements can be made to accomplish the needed objectives of an off-campus site in a different way. No site may be used without prior approval.

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