

**DEPARTMENT OF FAMILY SCIENCES  
FAMILY THERAPY  
Practicum Requirements**

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

1. The Practicum experience is at least a year-long commitment. Your Practicum section will meet 3 hours per week and you will also meet outside class with your Practicum professor, on a schedule to be determined, for individual supervision. You will need to secure an off-campus site (or sites) that allows you to conduct family and couples therapy. To meet the requirements for Practicum, 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 Practicum 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 Practicum.
2. It is expected that all semesters of Practicum 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 nature of the request. Once a student has begun Practicum, failure to apply for the next semester will result in missing that semester. Any exceptions must be approved by the program faculty.
3. Students entering their first semester of Practicum will need to have completed the prerequisites for taking Practicum and complete a **1st Semester Application for Practicum** form with required attached documents (see application form). Students in their first semester will normally conduct therapy in the Counseling and Family Therapy Clinic, but may need to secure an off-campus site as well in order to complete enough session hours of therapy.
4. Students are advised to begin the search for off-campus sites at least a semester in advance. The off-campus site must meet the requirements as outlined in the Off-Campus Practicum Site Requirements form. Securing an off-campus site where you can practice requires getting approval from your faculty advisor in advance for the chosen site. Most sites require you to interview and may have additional requirements. Students will complete a **2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> Semester Application for Practicum** form by the deadline for each subsequent semester of Practicum. Students will also complete the **Off-Campus Practicum Site Form** and the signed **Off-Campus Practicum Site Agreement**. These are to be attached to the Practicum application form along with the off-campus supervisor's vita.
5. Submit the appropriate Practicum 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 Program coordinator's mailbox.

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

**B. In order for an Off-Campus Practicum Site to meet TWU's program standards, it must meet the following 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 Practicum experience.
2. The site should allow you to do some videotaping of counseling 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 on-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 Practicum instructor to make at least one site visit during the semester if needed.
6. The on-site supervisor should fill out an evaluation of your skills and abilities and be willing to discuss your performance with your professor if needed.
7. Your site should be a state agency or other nonprofit agency or institution. Sites such as a for-profit hospital, agency, or practice, or a pastoral counseling center cannot be approved.
8. If you hope to use a site that may not meet all these criteria, please discuss it **well in advance** with your major advisor 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.

**Revised 7/2008**