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SUPERVISED FIELDWORK AGREEMENT/CONTRACT FOR MARRIAGE FAMILY THERAPY TRAINEES

SECTION I: DEFINITION OF TERMS

1. "**Qualifying degree program**," is a doctor's or master's degree program in marriage, family and child counseling, mental and family therapy, psychology, clinical psychology, counseling psychology, counseling with an emphasis in marriage, family and child counseling, or social work with an emphasis in clinical social work as defined in section 4980.40 of the Business and Professions Code.
2. "**Supervised fieldwork setting**," is a governmental entity, a school, college, or university, a non-profit and charitable corporation, or a licensed health facility as defined in section 4980.43 (e) of the Business and Professions Code.
3. "**Supervisor**," is a currently licensed marriage, family and child counselor, psychologist, clinical social worker, or licensed physician certified in psychiatry as defined in section 4980.45 (a) of the Business and Professions Code and otherwise meets all qualifications defined in the Code.
4. "**Trainee**," is an unlicensed person who is currently enrolled in a master's or doctor's degree program and has completed no less than 12 semester units or 18 quarter units of course work in any qualifying degree program as defined by section 4980.03 (c) of the Business and Professions Code.
5. "**Supervised fieldwork experience**," is experienced within the scope of practice of a marriage, child and family counselor in applied psychotherapeutic techniques, assessment, diagnosis, prognosis, and treatment of premarital, couple, family, and child relationships, including dysfunctions and healthy functioning and health promotion and illness prevention, in a supervised clinical placement as defined by section 4980.40 (b) (1) of the Business and Professions Code.
6. "**Employment**," may be paid or voluntary. "Experience shall be gained by...trainees either as an employee or as a volunteer.... Experience shall not be gained by trainees...as an independent contractor" (Section 4980.43 (b) of the Business and Professions Code). "...the authorized supervisor may be employed by the applicant's employer on either a paid or a voluntary basis. If such employment is on a voluntary basis a written agreement must exist between the supervisor and the organization, prior to commencement of supervision..." (Section 1833 (b) (4) of the California Code of Regulations).

SECTION II: RELATIONSHIP OF THE PARTIES

1. The qualifying degree program shall approve of and coordinate with the supervised fieldwork setting.
2. The supervised fieldwork setting shall coordinate with the qualifying degree program and shall employ the trainee and the supervisor in accordance with the statutes, regulations, and professional standards governing marriage, family and child counselors.
3. The supervisor shall be employed by the supervised fieldwork setting and shall provide supervision of the trainee's supervised fieldwork experience in compliance with the statutes, regulations, and professional standards governing marriage, family and child counselors.
4. The trainee is a student of the qualifying degree program, is employed by or is a volunteer of the supervised fieldwork setting, and is supervised by the supervisor in accordance with the statutes, regulations, and professional standards governing marriage, family and child counselors.

SECTION III: GOALS OF THE SUPERVISED FIELDWORK EXPERIENCE

1. To provide an experience that trains students in the diagnosis, assessment, prognosis, and treatment of mental disorders.
2. To train students specifically in the application of marriage and family relationship counseling principles and methods.
3. 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.
4. To teach students a variety of effective psychotherapeutic techniques and modalities that may be utilized to improve, restore, or maintain healthy individual, couple, and family relationships.
5. To prepare students to be familiar with cross-cultural mores and values, and to design experiences that include marriage, family, and child counseling in low-income and multi-cultural health settings where appropriate.
6. To educate students in the therapeutic, clinical, and practical considerations involved in the legal and ethical practice of marriage, family and child counseling.
7. To gain supervised fieldwork experience within the scope of practice of a Marriage, Family and Child therapist in a supervised clinical placement.

SECTION IV: RESPONSIBILITIES OF THE PARTIES

1. THE QUALIFYING DEGREE PROGRAM

- a. shall approve the supervised fieldwork setting for each trainee.
- b. shall have this written agreement with the supervised fieldwork setting that details each party's responsibility, including the methods by which supervision will be provided.
- c. shall provide forms for regular process reports and evaluation of the student's performance at each supervised fieldwork setting.
- d. shall coordinate the terms of this agreement with each of the named parties.
- e. shall provide a liaison with the agency to facilitate coordination, monitoring and problem solving
- e. shall evaluate the appropriateness of the supervised fieldwork experience for each trainee in terms of the educational objectives, clinical appropriateness and scope of the license of a Marriage, Family and Child Therapist as set forth in Section 4980.02 of the Business and Professions Code.

2. THE SUPERVISED FIELDWORK SETTING

- a. shall provide the trainee and the supervisor with the documentation necessary to verify to the Board of Behavioral Science that the placement is one that is defined in law, that the trainee is employed in the manner required by law and a description of the duties performed by the trainee fall within the scope of the license of a .
- b. shall appropriately evaluate the qualifications and credentials of any employee who provides supervision to trainees.
- c. shall provide adequate resources to the trainee and the supervisor in order that they may provide clinically appropriate services to clients.
- d. shall orient the trainee and supervisor to the policies and practices of the agency.
- e. shall notify the qualifying degree program in a timely manner of any difficulties in the work performance of the student.
- f. shall provide the trainee and the supervisor with an emergency response plan which assures the safety and security of trainee, supervisor, and trainee's clients.
- g. shall provide the trainee with a minimum of 12 hours per week (1st year practicum) and 16 hours per week (2nd year practicum), of supervised fieldwork experience within the scope of practice of an MFT , including at least one hour of individual supervision per week.
- h. shall encourage the trainee, with the consent of the client, to make tape recordings of client sessions for the purpose of supervision.

3. THE SUPERVISOR

- a. shall sign and abide by the "Responsibility statement for supervisors of the license" as described in Section 1833.1 of the California Code of Regulations (CCR).
- b. shall describe in writing the methods by which supervision will be provided.
- c. shall provide regular progress reports and evaluations of the student's performance at the site to the qualifying degree program on the forms provided, at the end of each semester.
- d. shall provide a minimum of 1 hour of individual supervision per week to trainees.
- e. shall abide by the ethical standards for supervisors promulgated by the American Association of Marriage and Family Therapy and the California Association of Marriage and Family Therapists.
- f. shall review and sign the experience log required by Section 1833 (e) of the CCR on a weekly basis as set forth in Section 1833 (c) of the CCR.
- g. shall sign the experience verification form required for licensure except as set forth in Section 1833.1 (c) of the CCR.
- h. shall immediately notify the qualifying degree program and the trainee of any action that may effect his/her license.
- i. shall renew license if it expires during the time of the traineeship.
- j. **shall discuss the terms of this agreement with agency/school/hospital director and shall not sign this agreement unless director agrees with all terms herein.**

4. THE TRAINEE

- a. shall request that his/her supervisor complete the Supervisor's Responsibility Statement.
- b. shall maintain a log of all hours of experience gained toward licensure as required by Section 1833 (e) CCR.
- c. shall be responsible along with his/her supervisor for providing complete and accurate documentation to the Board of Behavioral Science and to San Francisco State University Department of Counseling in order to gain hours of experience towards licensure.
- d. shall be responsible for learning those policies of the supervised fieldwork setting which govern the conduct of regular employees and trainees, and for complying with such policies.
- e. shall be responsible for participating in the periodic evaluation of his or her supervised fieldwork experience and delivering it to the qualifying degree program.

SUMMARY SHEET

STUDENT:

of Program Units Completed: _____ Email: _____
Name: _____ Social Security #: _____
Address: _____ Phone: (Home) _____
City, State _____ Zip _____ Phone: (Other) _____

AGENCY [Field Placement]:

Name: _____ Phone: _____
Address: _____ Fax #: _____
City, State _____ Zip _____

SUPERVISOR:

Name: _____ Email: _____
Mailing Address: _____ Phone: _____
(IF DIFFERENT THAN AGENCY)
City, State _____ Zip _____ Fax #: _____

Type of License:

MFCC _____ License # _____
LCSW _____ Expiration Date _____
Clinical Psychologist _____
Board Certified Psychiatrist _____

TYPE OF WORK SETTING:

ON-SITE

OFF-SITE

Governmental entity	_____	_____
School, college or university	_____	_____
Non-profit and charitable corporation	_____	_____
Licensed health facility - As defined in Health and Safety Code Sections 1250, 1250.2 & 1250.3	_____	_____
_____ Appropriate verification has been provided		

TYPE OF SUPERVISION:

INDIVIDUAL _____ **GROUP** _____

(One hour per week minimum)

(8 or less participants, 2 hours per week minimum)

METHODS OF SUPERVISION:

Individual

Group

Case Presentation:	_____	_____
Live Supervision:	_____	_____
Video taping:	_____	_____
Audio taping:	_____	_____
Other (specify):	_____	_____

Revised: June 4, 2008