

***Department of Family Therapy***  
**DMFT External Practicum Contract**

1. The Doctor of Marriage and Family Therapy (DMFT) external practicum is a supervised field experience of at two (2) trimesters duration during which interns gain professional experience in the practice of marriage and family therapy.

1.1 Interns provide individual, couple, family, and group therapy, and organizational consultation when appropriate. While co-therapy is an acceptable format for some of the experience, it should not be the exclusive format during the practicum, and interns should be the primary therapist for the majority of their assigned cases.

1.2 Within the scope of the external practicum site, interns should be offered a wide range of clients with a variety of presenting problems. Clients should include parents, children, couples, families, and when relevant, other professionals involved with the client family. The client population should be diverse with respect to gender, age, social class, religion, and cultural origin. At least forty percent (40%) of the intern's client contact hours over the course of the practicum program are expected to be relational (couple and family) hours; the practicum site should be prepared to support this goal.

2. The external practicum site must operate at least nine (9) months of the year. This contract is valid for one (1) trimester. The minimum time requirement for the intern to complete practicum obligations is six (6) to eight (8) hours per week over the course of one (1) academic trimester.

3. Interns shall be provided with an appropriate office or other private location at the external practicum site in which to hold sessions with clients. The location shall be such as to ensure confidentiality of the client sessions. The external practicum site shall provide a telephone and office staff support to the intern as it would for its site employees.

4. The external practicum site shall provide interns with a comprehensive orientation to its facilities and applicable policies and procedures.

5. Interns must be supervised by an AAMFT Approved Supervisor, either on- or off-site, for one (1) hour for every fifteen (15) clients seen.

6. Hours that would count towards the number of required client contact hours must be clearly distinguishable from other training activities. Supervision must entail at least one of the following: direct observation; review of audio/video recordings of the intern's client sessions; or review of the intern's written notes and descriptions of client cases. The intern will be responsible for accurately keeping a record of and reporting the hours to the designated NSU Department of Family Therapy (DFT) internship/practicum coordinator.

7. On-site supervisors must be licensed in marriage and family therapy or other related discipline.
8. The external practicum site shall clearly publish the nature and type of services it offers. The external practicum site must post a statement of nondiscrimination that is visible or otherwise made available to clients and post a list of the referral sources of the site.
9. The external practicum site must comply with all applicable federal, state, and local laws, rules, regulations, codes, and ordinances, including, without limitation, those related to its clinical practice. All professional activity will take place in accordance with Florida law and the AAMFT Code of Ethics.
10. Interns shall keep complete records of their clinical work in accordance with the Health Insurance Portability and Accountability Act of 1996, as codified at 42 U.S.C. Section 1320d ("HIPAA") and the external practicum site's applicable policies and procedures. Client files shall include, at a minimum, the following: client name, address, and phone number; permission for treatment; required release and/or consent forms; intake notes or intake form explaining the nature and source of the referral; and case notes that include a problem description, goal statement, description of interventions used, and statement of results. Client files shall be kept at the external practicum site under lock and key to maintain the confidentiality of the files at all times. The parties acknowledge and agree that client files are the property of the external practicum site.
11. On-site supervisors shall evaluate interns twice per trimester, at mid-trimester and at the end of the trimester, using designated NSU Department of Family Therapy forms or web-based programs provided by NSU. These evaluations will be properly and timely completed and if paper, returned to the DFT internship/practicum coordinator.
12. Interns will evaluate their on-site supervisors at least once per trimester using NSU Department of Family Therapy forms or web-based program. Copies of supervisor evaluations will be provided to the DFT internship/practicum coordinator.
13. Ongoing communication (including at least one (1) face-to-face visit per trimester for local area sites and at least two (2) telephone contacts per trimester for out-of-state sites) will occur between the on-site supervisor and the DFT internship/practicum coordinator and/or faculty supervisor during the duration of the external practicum contract.
14. The on-site supervisor shall immediately notify the DFT doctoral program director of any concerns related to an intern's knowledge or behavior and the program director and on-site supervisor shall attempt to effectuate a resolution. If resolution of the problem cannot be reached, the external practicum site may request removal of the intern. Notwithstanding the foregoing, the external practicum site may withdraw the intern from the site without prior consultation with the DFT doctoral program director if the intern poses an immediate threat to the health and safety of the site's clients or employees, and in any such event, the external practicum site shall promptly notify the program director of the student withdrawal verbally and in writing providing the reasons for the action. Intern placement may be terminated at any time at the discretion of DFT doctoral program director.

The intern will provide to the DFT internship/practicum coordinator (i) a copy of this contract after it is signed by the external practicum site, (ii) a copy of the external practicum site's brochure (where one is

available), and (iii) the on-site supervisor's curriculum vitae or resume, and copies of his/her license(s) and certification(s).

15. The parties acknowledge and agree that during the external practicum, if the intern is an employee of the external practicum site, the services performed by the intern are within the scope of the intern's employment, and the intern shall be covered under the site's professional liability insurance and such insurance is considered primary over any other insurance available to NSU or the intern.

16. The parties acknowledge and agree that it is to the mutual benefit of the external practicum site and NSU that the intern use the external practicum site for learning experiences. The external practicum site and NSU acknowledge and agree that no compensation is due from NSU to the external practicum site for the practicum experience contemplated hereunder.

17. The external practicum site, its employees, agents, and contractors shall maintain in strict confidence and in compliance with applicable laws, student education records, including, but not limited to, academic, health, background check, and drug screen information provided to or obtained by the external practicum site.

18. With respect to the interpretation of this contract concerning an ambiguity or otherwise, there shall be no presumption against the drafter of the contract.

19. The terms and conditions of the affiliation agreement between NSU and the external practicum site are incorporated herein.

# DMFT External Practicum

## Contract Specifications

(Please complete ALL information)

**Intern Name** \_\_\_\_\_ N# \_\_\_\_\_

Intern Phone (     ) \_\_\_\_\_ NSU Email address \_\_\_\_\_

Nova Southeastern University, Department of Family Therapy

3301 College Avenue, Fort Lauderdale, Florida 33314

**External Practicum Name** \_\_\_\_\_

External Practicum Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

External Practicum Website \_\_\_\_\_

Contact Person: \_\_\_\_\_

Site Phone: (     ) \_\_\_\_\_ Email address \_\_\_\_\_

**Duration of Contract**                      From: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ To \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Site Supervisor's Name, Degree(s), and Credentials: \_\_\_\_\_

\_\_\_\_\_

Additions or modifications to contract: \_\_\_\_\_

\_\_\_\_\_

## Signatures

\_\_\_\_\_  
Intern Name (Please Print Clearly)

\_\_\_\_\_  
Signature /Date

\_\_\_\_\_  
Site Supervisor Name (Please Print Clearly)

\_\_\_\_\_  
Signature /Date

\_\_\_\_\_  
Faculty Supervisor Name (Please Print Clearly)

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Program Director Name (Please Print Clearly)

\_\_\_\_\_  
Signature /Date