

## **Master's External Practicum Contract**

1. During the field placement, interns shall gain professional experience in the practice of marriage and family therapy.

1.1 Interns provide individual, couple, family, group, and organizational consultations. Interns may work in co-therapy formats, but only for a minority of their client contact hours.

1.2 The interns should be exposed to a wide range of clients with a variety of presenting problems. Clients should include parents, children, couples, families, and where relevant, other service providers. Clients should represent a range of gender, age, class, religious, ethnic, and racial groups. Over the intern's entire two-year program, at least fifty percent (50%) of hours should be relational hours as defined by COAMFTE.

2. The internship site shall be open at least nine (9) months of the year. Interns will be physically on-site for at least twelve (12) to sixteen (16) hours per week for the duration of the placement. The placement will be for a minimum of four (4) months.

3. Interns shall be provided with an appropriate office or other private location at the internship site in which to hold sessions with client. The location shall be such as to ensure confidentiality of the client sessions. The internship site shall provide a telephone and office staff support to the intern as it would for its site employees. If the intern conducts in-home therapy, the intern will have a designated workspace for administrative tasks (e.g., taking phone calls and writing case notes).

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

5. Each week, interns will receive at least one (1) hour of on-site individual or group supervision. If interns have more than fifteen (15) hours of clients in a week, they should receive an additional hour of supervision. Interns will also attend individual supervision each week at NSU with a faculty supervisor.

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, audio/video recordings of intern's clinical work; or review of the intern's written notes and description of client cases.

7. On-site supervisors must be licensed in marriage and family therapy or other related discipline.

8. The internship site shall clearly publish the nature and type of services it offers. Clients shall be informed that the intern is a graduate student from NSU's Marriage and Family Therapy Master's program.

9. The internship 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 internship site’s applicable policies and procedures. Client files shall include, at minimum, the following: client name, address, and phone number; permission for treatment and permission for communication with other service providers (if needed); an intake sheet explaining the nature and source of the referral; case notes that include a problem description, goal statement, description of treatment methods, and a summary of results. Client files shall be kept at the internship 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 internship site.
11. On-site supervisors will evaluate each intern each trimester in the areas of professionalism, clinical pragmatics, integration of theory and practice, and teamwork using designated Marriage and Family Therapy Program forms or web-based programs provided by NSU. These evaluations will be properly and timely completed and if paper, returned to the NSU internship/practicum coordinator. Interns shall set personal learning goals for each trimester.
12. Interns will evaluate their on-site supervisors once each trimester. Interns will use standard evaluation forms found on the Dr. Kiran C. Petal College of Osteopathic Medicine website that are used to evaluate practica at NSU. Interns will evaluate the on-site supervisor’s assistance in learning professionalism, clinical pragmatics, integration of theory and practice, and teamwork.
13. Ongoing communication (including at least two (2) telephone or zoom contacts per trimester) will occur between the on-site supervisor and the NSU internship/practicum coordinator and/or faculty supervisor during the placement.
14. The on-site supervisor shall immediately notify the NSU 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 internship site may request removal of the intern. Notwithstanding the foregoing, the internship site may withdraw the intern from the site without prior consultation with the NSU 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 internship 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 NSU program director.
15. The intern will furnish to the NSU internship/practicum coordinator (i) a copy of this contract after it is signed by the internship site, (ii) a copy of the internship site’s brochure, and (iii) the on-site supervisor’s curriculum vitae or resume and copies of his/hers license(s) and certification(s).
16. The parties acknowledge and agree that during the placement, if the intern is an employee of the internship 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.
17. The parties acknowledge and agree that it is to the mutual benefit of the internship site and NSU that the intern use the internship site for learning experiences. The internship site and NSU

acknowledge and agree that no compensation is due from NSU to the internship site for the practicum experience contemplated hereunder.

18. The internship 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 internship site.

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

20. The terms and conditions of the affiliation agreement between NSU and the internship site are incorporated herein.



# MASTER'S 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

**Internship Site (Organization)** \_\_\_\_\_  
Internship Site Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Internship 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 <i>(Please Print Clearly)</i>	_____/_____ Signature/Date
_____ Site Supervisor Name <i>(Please Print Clearly)</i>	_____/_____ Signature/Date
_____ Faculty Supervisor Name <i>(Please Print Clearly)</i>	_____/_____ Signature/Date
_____ Program Director Name <i>(Please Print Clearly)</i>	_____/_____ Signature/Date