

DEPARTMENT OF FAMILY THERAPY

Ph.D. Clinical Internship Contract

1. The family therapy doctoral internship is a supervised full-time experience of at least nine (9) months duration during which interns gain professional experience in relationally focused practice and/or research.
 - 1.1 Interns may 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 internship 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 program are expected to be relational (couple and family) hours; the internship site should be prepared to support this goal.
2. The internship site shall be open for at least nine (9) months of the year. Interns will be placed on-site for a minimum of fifteen (15) hours a week for at least nine (9) months.
3. Interns shall be provided with an appropriate office or other private location at the internship site in which to hold sessions with clients. The location shall be such as to ensure confidentiality of the client sessions. The internship site shall provide a telephone and office staff support for the intern as it would for its site employees.
4. The internship 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 intern's client sessions; or review of 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 internship site shall clearly publish the nature and type of services it offers. The internship 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 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 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 including a problem description, goal statement, description of interventions used, and statement 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 shall evaluate interns twice per trimester, at mid-trimester and at the end of the trimester, using designated 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 DFT internship/practicum coordinator.

12. Interns will evaluate their on-site supervisors at least once per trimester using NSU forms or web-based program. Copies of supervisor evaluations will be provided to the DFT internship/practicum coordinator.

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 internship.

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 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 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 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 DFT doctoral program director.

15. The intern will provide to the DFT 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 (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).

16. The parties acknowledge and agree that during the internship, 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.

Ph.D. Clinical Internship Contract

Student Name _____ N# _____

Phone () _____ NSU Email Address _____

<p>Internship Site Name _____</p> <p>Address _____</p> <p>Website _____</p> <p>Contact Person _____</p> <p>Phone: () _____ Email address _____</p> <p>Duration of Contract From: ____/____/____ To ____/____/____</p> <p>Site Supervisor's Name, Degree(s), and Credentials: _____</p> <p>_____</p>
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Signatures

_____	_____ / _____
Student	Signature/Date
_____	_____ / _____
Site Director/Supervisor	Signature/Date
_____	_____ / _____
Faculty Supervisor	Signature/Date
_____	_____ / _____
Program Director	Signature/Date