

The University of Louisiana at Monroe

Online Doctoral Program in Marriage and Family Therapy: Concentration in Creative Systemic Studies Doctor of Philosophy Degree

Program Handbook

Policies and Procedures

The provisions of this catalog do not constitute an offer for a contract which may be accepted by students through registration and enrollment in the University. The University reserves the right to change any provision or requirement, including fees, at any time with or without notice. The University further reserves the right to require a student to withdraw from the University for cause at any time.

Failure to read this catalog does not excuse students from the requirements and regulations described herein.

The University of Louisiana at Monroe adheres to the principle of equal educational and employment opportunity without regard to race, color, creed or religion, national origin, sex, marital or parental status, age, disability, veteran status, or political belief. This policy extends to all programs and activities supported by the University.

The University of Louisiana at Monroe, an institution of higher learning, maintains compliance with the requirements and regulations set forth by the Family Educational Rights and Privacy Act, as amended June 17, 1976. The Family Educational Rights and Privacy Act Compliance Guidelines are available to parents and students in the Office of Student Affairs, Division of Information Services, Registrar, and Student Government Association.

TABLE OF CONTENTS

Introduction.....	1
Program Purpose.....	1
Program Mission.....	2
Program Objectives/goals.....	3
Learner Outcomes.....	3
Learner Evaluations.....	3
Admission.....	3
Admission Requirements.....	3
Faculty Advisors.....	4
Program of Study.....	4
Curriculum Offering.....	4
Core Curriculum.....	5
Typical Course Sequence.....	5
Comprehensive Examination.....	6
Dissertation.....	7
Dissertation Committee.....	7
Dissertation Topics.....	7
Human Subjects Research Committee.....	7
Proposal Defense.....	8
Data Collection.....	8
Dissertation Defense.....	8
Eligibility to Remain in the Ph.D. Program.....	8

Transfer of Credit.....	8
Time Limit for the Ph.D. Program.....	9
Ph.D. Program Committee.....	9
Sexual Harassment Policy.....	9
Grievance Procedure.....	9
Code of Conduct.....	10
Non-Discrimination Policy.....	10

Introduction

This handbook provides information specific to the online Doctor of Philosophy Degree program in Family Therapy with a concentration in creative systemic studies. It gives details about the policies and procedures of the program. Rules and regulations that are university wide, as well as course descriptions, can be found in The University of Louisiana at Monroe Graduate Catalog, the policies and procedures handbooks of ULM and the College of Education and Human Development, and the ULM Student Handbook.

I. The Program Purpose

The Doctor of Philosophy Degree in Marriage & Family Therapy with a concentration in creative systemic studies is a nonclinical online program at The University of Louisiana at Monroe that prepares graduates for careers as scholars, teachers, and systemically oriented agents of change. The Marriage and Family Therapy doctorate is a 60 credit hour (minimum) post master's degree, which integrates systemically oriented philosophy and theory. Typically students should anticipate finishing the coursework in two years followed by successful completion of a doctoral dissertation. Full-time enrollment must be maintained throughout the program; however, in special circumstances a leave of absence may be obtained. Once a student begins his/her dissertation, the student is considered full-time when registered for at least three credit hours per semester.

The program shall sequentially offer courses required for the completion of the Ph.D. in Marriage and Family Therapy. Courses shall be offered on a regular basis which allows the student to complete the coursework within a two year period as defined in this handbook.

The ULM Marriage and Family Therapy Program adheres to the principle of equal educational opportunity without regard to race, color, religion, national origin, sex, marital or parental status, age, disability, veteran status, sexual orientation, or personal philosophy.

The University of Louisiana at Monroe values diversity. Our valuing of diversity extends to and beyond ethnic, race, cultural, socioeconomic, religious, age, and gender differences among individuals. We celebrate the richness and opportunities afforded by a diverse university community.

To manifest this value the following conditions apply:

- a) A respectful environment that nurtures diversity and where students from the region and the larger global community find opportunity to learn and develop their full potential.
- b) An environment that ensures equal protection under the law and equal opportunity for work, service, and the opportunity to acquire a top level education.

- c) An atmosphere that acknowledges and celebrates diversity of cultures, traditions, and practices.
- d) Deliberate recruitment programs to reach the diverse population of the region and the world.

II. Program Mission

As described in the 1998 – 2003 *Strategic Plan*, the mission of The University of Louisiana at Monroe is as follows:

The University of Louisiana at Monroe will continue to develop and deliver high quality and cost-effective academic and service programs to serve the higher education needs of Louisiana's citizens, businesses, industry, and government. Specifically, The University of Louisiana at Monroe will continue to be recognized for offering excellent academic programs in the health, natural and environmental sciences, business development, education and family studies consistent with a Carnegie Doctoral level II university. Additionally, The University of Louisiana at Monroe will be committed to serving as an academic gateway by developing teaching, research and public service programs to meet the needs of the Lower Mississippi Delta Region.

The Doctor of Philosophy degree program in Marriage and Family Therapy with a concentration in creative systemic studies helps the university to achieve its purpose, thus making the program a vital component in the success of ULM. The mission of the program is to encourage a transdisciplinary study of therapy, counseling, coaching, consultation, teaching, social service learning, and other professions concerned with experiential transformation. It emphasizes the creative utilization of situational resources in all social domains of performance from the clinic to the classroom, workplace, and public theater.

Like the University of Louisiana at Monroe, the Marriage and Family Therapy programs value diversity. Our valuing of diversity extends to and beyond ethnic, race, cultural, socioeconomic, religious, age, sexual orientation, and gender differences among individuals. Thus our mission includes the celebration of the richness and opportunities afforded by a diverse university community. This value includes:

- A. A respectful environment that nurtures diversity and where students from the region and the larger global community find opportunity to learn and develop their full potential.
- B. An environment that ensures equal protection under the law and equal opportunity for work, service, and the opportunity to acquire a top level education.
- C. An atmosphere that acknowledges and celebrates diversity of cultures, traditions, and practices.
- D. Deliberate recruitment programs to reach the diverse population of the region and the world.

III. Program Objectives/goals

The Doctor of Philosophy degree program is designed as an advanced degree program that prepares students as systemic scholars and practitioners. The program fosters the passionate study of exemplar cases that embody creative transformation, spanning diverse cultural ways of knowing and practical know-how. This unique doctoral track is designed for the clinician, counselor, coach, clergy, healer, educator, scholar, or artist who already has proficiency in a practical discipline and desires deeper study of the contexts that advance the creative practices of the transformative arts.

Program objectives are:

1. To examine and expand the students' systemic understandings and practices of human expression in diverse contexts.
2. To academically prepare students for making significant contributions to creative systemic studies.
3. To prepare students to function as professionals in a variety of roles as teachers, scholars, practitioners, and administrators.
4. To develop effective interpersonal skills and attitudes for professional development and interaction with peers in the profession.
5. To expose students to a broad body of professional literature relevant to creative systemic studies, especially with those traditions that arose within the history of family therapy.
6. To prepare students to be able to participate in the future development of creative systemic studies and practice.

IV. Learner Outcomes

Students in this program will achieve:

1. Comprehensive knowledge of systemic Marriage and Family Therapy theory and scholarship.
2. Professional competency as a systemic oriented change agent
3. An ability to interpret, conduct, and present findings of systemic and creative oriented scholarship and practice as an instructor/teacher and as a professional presenter.

V. Learner Evaluations

Learning evaluations are accomplished through the following:

1. Course evaluations through specific exams in each class as specified in the course syllabi.
2. Comprehensive exams

VI. Admissions

1.1 Admission requirements

Students admitted to the program will have successfully completed a master's degree program (clinical degree not required) from a regionally accredited institution, or the equivalent. All applicants must submit:

- A resume
- Three (3) letters of recommendation from professional colleagues who are familiar with his/her character, work, and therapy skills (where applicable)
- A scholarly writing sample of 8-10 pages. Previous work such as an academic paper or report may be submitted
- A professional goal statement: 1-3 page typed, double-spaced statement of professional goals and how the Ph.D. will lead to the fulfillment of the goals
- A TOEFL score of 61 or above

VII. Faculty Advisors

Upon acceptance into the program a new student is assigned a faculty advisor from the MFT program. This person will assist the student with information about classes, policies, the campus, etc. The student should contact her/his assigned advisor before registering for courses. Whenever a dissertation chair is selected and approved by the Graduate School, that person shall automatically become the student's faculty advisor.

VIII. Program of Study

8.1 Curriculum offering

Courses offered by the online Marriage and Family Therapy Program shall be offered online by the University of Louisiana at Monroe. Any deviation from this policy shall be approved in writing by the program, the Head of the Department of Educational Leadership and Counseling, the Dean of the College of Education and Human Development, and the Dean of Graduate School.

At the beginning of each semester, students must be furnished a course syllabus containing the course outline, course objectives, and grading scale or method by which the final grade will be computed. The syllabus also indicates the approximate number and type of tests to be administered, requirements such as research papers, reports, special projects, special attendance requirements, requirements relating to class participation, and required and ancillary textbooks. Faculty members are expected to develop their courses within the framework of the general course descriptions appearing in the university graduate catalog.

Examinations and other written work should be consistent with the stated instructional objectives for the course and should be graded within an appropriately sufficient time to

make them a part of the students' learning experiences. At least one examination must be administered and its results made known to the students prior to the final date for dropping a course with an automatic "W". Mid-semester grades shall be computed and permanently recorded in the class record book and made known to the student upon request. In accord with the policies of the College of Education and Human Development, a final examination must be administered in all courses.

8.2 The core curriculum

The core curriculum (required post masters degree courses) for the Ph.D. in Marriage and Family Therapy with a concentration in creative systemic studies includes:

Required Courses

Core Courses:

MAFT 7000 Family Systems I (3)

MAFT 7002 Family Systems II (3)

MAFT 7022 Social Ecology (3)

MAFT 7010: Family Therapy I (3)

MAFT 7012: Family Therapy II (3)

MAFT 7014: Couple and Marital Therapy (3)

MAFT 7061: Family Medicine and Marriage and Family Therapy (3)

MAFT 7040 Issues and Problems in Systemic and Marriage and Family Therapy Research (3)

MAFT 7042: Qualitative and Ethnographic Research (3)

MAFT 6068: Special Topics

Two Electives (6 hrs) one in Research (3hrs) to be approved by major professor

Comps:

MAFT 7046 Dissertation Seminar (3)

MAFT 7046 Dissertation Seminar (3)

Dissertation:

MAFT 7099 Dissertation (12)

8.3 Typical course sequence

YEAR 1

Fall

MAFT 7000 Family Systems I

MAFT 7010 Family Therapy I

MAFT 7014 Couple and Marital Therapy

Winter Session

MAFT 7022 Social Ecology

Spring

MAFT 7002 Family Systems II

MAFT 7012 Family Therapy II

MAFT 7042 Qualitative and Ethnographic Research

Summer I

MAFT 6068 Special Topic

Summer II

MAFT 6068 Special Topic

YEAR 2

Fall

MAFT 7061 Family Medicine and Marriage and Family Therapy

MAFT 7046 Dissertation Seminar Elective

Winter Session

MAFT 6068 Special Topic

Spring

MAFT 7040 Issues and Problems in Systemic and Marriage and Family
Therapy Research

MAFT 7046 Dissertation Seminar

Elective

Summer1

MAFT 7099 Dissertation

Summer II

MAFT 7099 Dissertation

Research Elective

YEAR 3

Fall

MAFT 7099 Dissertation

Spring

MAFT 7099 Dissertation

IX. Comprehensive Examination

Each student must complete two Comprehensive Exam courses.

MAFT 7046 Dissertation Seminar - Literature Review (3)

MAFT 7046 Dissertation Seminar - Scholarly Method (3)

Comprehensive Examination - Literature Review (3 units):

This exam focuses on researching and writing the literature review for a dissertation. The class involves significant research and review of literature. Throughout the course, students work on the literature review section (app. 10-15 p.) of the dissertation proposal.

Comprehensive Examination - Scholarly Method (3 units):

The second exam develops the scholarly method the student will use for the dissertation or equivalent. As well as showing how the student intends to apply the methodology, the

paper must, among other things, also explain why this particular methodology is appropriate for the scholarly project in question, and what its limitations are. During the course, students work on drafts of the methods section (app. 10-15 p.) of the dissertation proposal.

X. Dissertation

In addition to the research course requirements, all doctoral students are required to complete a dissertation. The student is required to enroll continuously for a minimum of three semester hours of dissertation credit each semester until completion of the dissertation (see requirements of Graduate Studies and Research, Graduate Catalog, 2000, p. 44). The student must register for, and accrue, a minimum of twelve semester hours of dissertation credit for successful completion of the dissertation. Before beginning the dissertation, it is important for the student to obtain a copy of the current Guidelines for the Preparation of Field Studies, Theses, and Dissertations available in the Office of Graduate Studies and Research and/or the approved university style manual.

10.1 Dissertation committee

The student's Dissertation Committee shall consist of the Dissertation Chair and a minimum of three additional members who are representative of the general field of study in which the student expects to perform his/her work. The Dissertation Committee Chair must be selected from the ULM Marriage and Family Therapy graduate faculty. The student's Dissertation Committee is selected by the student in collaboration with the Dissertation Chair, and must be approved by the College of Education and Human Development Graduate Studies Committee, the Dean of the College of Education and Human Development, and the Director of Graduate Studies and Research. The committee shall have the sole responsibility for evaluating both the formal proposal defense and the dissertation defense.

10.2 Dissertation topics

Dissertation topics will be in the subject of creative systemic studies. The topic will be approved by the Dissertation Chair and the Dissertation Committee prior to the formal defense of the proposal.

10.3 Human subjects research committee

All research projects involving human subjects conducted by the University of Louisiana at Monroe faculty, students, or staff (including collaborative projects with other institutions and agencies) must be reviewed and approved by the ULM Human Subjects Research Committee. Before submitting a project for review, investigators must obtain a copy of the *ULM Policies Established for the Protection of Human Subjects* from the ULM Office of Research and Projects.

10.4 Proposal defense

The dissertation proposal shall be approved by the student's Dissertation Committee. There will be a formal defense of the proposal to which the committee will be present by conference phone call or via webcam. The dissertation committee alone shall make the decision to pass/fail the defense. The proposal defense shall occur after 12 or more hours of study have been successfully completed.

10.5 Data collection

Data collection for dissertations requiring approval from the Human Subjects Committee typically will begin only after a written proposal has been formally approved by the student's dissertation committee. Data collection from the ULM MFT Clinic must follow procedures specified in the Clinic Policy and Procedures Manual.

10.6 Dissertation defense

Following completion of the dissertation to the satisfaction of the dissertation committee, there will be a formal defense with the committee held by a conference phone call or via webcam. The dissertation committee alone shall make the decision to pass/fail the defense. The dissertation, with recommended changes, will then be submitted to the office of Associate Dean for Graduate Studies in the College of Education and Human Development. After being approved there, it will be submitted to the Graduate School for final approval.

XI. Eligibility to Remain in the Ph.D. Program

Students enrolled in the doctoral program must maintain a minimum grade point average of 3.0 during each semester of enrollment. Failure of the student to maintain an overall graduate grade point average of 3.0 or receipt of any grade lower than C, or receipt of more than six semester hours of C in graduate coursework, may result in termination from the program and further graduate work at The University of Louisiana at Monroe.

A graduate student who is denied admission to, or further continuance in the Doctor of Philosophy Program may appeal for admission or readmission. An appeal must conform to the requirements of the Graduate School and the College of Education and Human Development.

XII. Transfer of Credit

A maximum of nine semester hours of graduate credit appropriate to the student's degree program may be transferred from other institutions offering regionally accredited graduate programs. Courses transferred into the ULM doctoral program must have been completed within 3 years prior to admission. No credits for which a grade of less than a "B" has been earned may be transferred. Exceptions may be granted on a case-by-case basis upon the approval of the MFT faculty and the Dean of Graduate Studies and Research. Neither internship nor dissertation credit may be transferred into the ULM program.

XIII. Time Limit for the Ph.D. in Marriage & Family Therapy

All coursework, internships, and the dissertation must be completed within a six-year time period from the date of the first registration in the program. Any appeal for extension beyond the 6-year requirement must be approved by the Office of Graduate Studies and Research and by the Marriage and Family Therapy Doctoral Faculty.

XIV. Ph.D. Program Committee

There shall be a Ph.D. program policy and procedures committee who shall have the responsibility of general oversight of the doctoral program. Membership of the committee shall be: three MFT faculty members, a student representative from the first year class, a student representative from the second year class, and the Program Director. The Endowed Chair shall be an ex-officio member who may serve as a consultant to the committee.

XV. Sexual Harassment Policy

Sexual harassment, like harassment on the basis of color, race, religion, gender orientation, or national origin, has long been recognized as a violation of Section 703 of Title VII of the Civil Rights Act of 1964, as amended. The University of Louisiana at Monroe strongly disapproves of sexual harassment and intimidation of its employees and is taking affirmative steps to eliminate and/or prevent such actions.

Harassment on the basis of sex exists when there are unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or student's grades, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions or grading status thus affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working or learning environment.

XVI. Grievance Procedure

All faculty, staff, and students of the MFT program shall follow these policies and shall perform their duties and studies according to the policies of The University of Louisiana at Monroe.

Students, faculty, or staff who believe that a student, faculty member, or staff member has not acted according to these policies are encouraged to contact the student, faculty member, or staff member directly to informally resolve the situation.

If the student, faculty member, or staff member cannot achieve an informal resolution of the difficulty, the complainant should notify the MFT Program Director in writing of the problem. The complaint should include a description of the perceived problem behavior

and of attempted solutions. A copy of the complaint will be given to the student, faculty member, or staff member about whom the complaint has been written. The MFT program Director may then meet with the parties involved, separately or together, may convene a faculty or staff meeting to resolve the issue, and/or may request a recommendation from the MFT Supervision Committee whenever the complaint is related to clinical concerns. All decisions will be recorded in writing and signed by all parties.

Complainants who are not satisfied with the action of the MFT Program Director as specified above may avail themselves of the grievance procedures delineated in university policies.

XVII. Code of Conduct

The code of conduct for Ph.D. students and faculty shall be the AAMFT Code of Ethics.

XVIII. Non-Discrimination Policy

“The University of Louisiana at Monroe recognizes that members of the University Community (students, faculty, and staff) represent different groups according to age, culture, ethnicity, gender, physical or mental ability, nationality, race, religion, and sexual orientation. The University further recognizes that, in a pluralistic society such as ours, these differences must be recognized and respected by all who intend to be a part of the University Community. Faculty, staff, and students should be aware that any form of harassment and any form of discrimination against any group or individual is inconsistent with the policies of the University”