The University of Louisiana at Monroe

Marriage and Family Therapy

Master of Arts Degree Program Handbook

(Policies and Procedures)

The 2017-18 Catalog of Graduate and Professional Programs becomes effective with the first summer session of 2017 and remains as such until the end of the 2018 spring semester. Students are required to adhere to the policies, procedures, regulations, and degree requirements located within the catalog governing their first semester of enrollment. It remains the responsibility of the student to read and understand the outlined policies. Failure to comply with these responsibilities does not excuse the student from the requirements and regulations described herein.

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, Dean of Students, Registrar, and Student Government Association.

(Updated February 2018)
# Table of Contents

Introduction .......................................................................................................................... 1

1.0 The Profession of Marriage and Family Therapy ......................................................... 1
  1.1 Marriage and Family Therapy ........................................................................... 1

2.0 The Program Purpose .................................................................................................. 2
  2.1 University Mission ............................................................................................ 3
  2.2 Program Mission ............................................................................................... 3
  2.3 Commitment to Diversity .................................................................................... 3

3.0 Educational Outcomes ................................................................................................. 4
  3.1 Program Goals ................................................................................................... 4
  3.2 Student Learning Outcomes and Benchmarks ...................................................... 4
  3.3 Faculty Goals ..................................................................................................... 6

4.0 Admission ..................................................................................................................... 7
  4.1 Admission Requirements .................................................................................... 7
  4.2 Special Consideration ......................................................................................... 7
  4.3 Deficiencies in Prerequisite Coursework ............................................................. 8
  4.4 Graduate Assistantships .................................................................................... 8

5.0 Orientation .................................................................................................................... 8

6.0 Faculty Advisors .......................................................................................................... 8

7.0 Program of Study ......................................................................................................... 9
  7.1 Curriculum Offering ............................................................................................ 9
  7.2 The Core Curriculum ......................................................................................... 10
  7.3 Attendance .......................................................................................................... 11
  7.4 Internship ........................................................................................................... 11
  7.5 Thesis .................................................................................................................. 11
  7.6 Background Check and Drug Screen ................................................................. 12
  7.7 Electives .............................................................................................................. 12

8.0 Comprehensive Examinations ...................................................................................... 15
  8.1 Clinical Presentation ........................................................................................... 15
  8.2 Research Paper ..................................................................................................... 15
8.3 Failure to Pass ........................................................................................................ 15

9.0 Learner Evaluations and Community of Interest Feedback ................................ 16
  9.1 Supervisor Evaluation of Student Clinical Work........................................... 16
  9.2 Student Evaluation of Clinical Supervisor..................................................... 16
  9.3 Student Evaluations of Courses .................................................................... 17
  9.4 Exit Interviews ................................................................................................... 17
  9.5 Graduate Follow-Up ........................................................................................ 17
  9.6 Community Feedback Survey .......................................................................... 17
  9.7 Faculty Recommendation of Students ............................................................ 18

10.0 Policy and Procedure Revision ........................................................................ 18

11.0 Graduation .......................................................................................................... 18
  11.1 Student Responsibility ..................................................................................... 18

12.0 Eligibility to Remain in the M.A. Program ....................................................... 19
  12.1 MFT Faculty Remediation Committee and Professional Growth Plans...... 19

13.0 Time Limit for Completion of the Program .................................................... 20

14.0 Transfer of Credit ............................................................................................... 20

15.0 M.A. Program Committee ................................................................................. 21

16.0 Harassment Policy ............................................................................................. 21

17.0 Grievance Procedure ........................................................................................ 21

18.0 Therapy/Counseling for Marriage and Family Therapy Students .................. 22

19.0 Code of Conduct ............................................................................................... 22

20.0 Non-Discrimination Policy ................................................................................ 22
Appendices

Appendix I: MFT MA Program Orientation Handout .............................. 26
Appendix II: Comprehensive Examination Guidelines & Scoring Rubric .......... 27
Appendix III: Pre-Internship Evaluation Form ........................................ 32
Appendix IV: Internship Evaluation .......................................................... 33
Appendix V: Alumni Evaluation Survey ..................................................... 35
Appendix VI: Community Feedback Survey .............................................. 43
Appendix VII: Professional Growth Plan Directions & Example ..................... 48
Appendix VIII: Application for Clinical Requirement for Graduation .......... 51
Policies and Procedures

Introduction

This handbook has been prepared to serve as a guide for students enrolled in the Master of Arts (M.A.) degree program in Marriage and Family Therapy (MFT) at The University of Louisiana at Monroe (ULM). University-wide rules and regulations can be found in the ULM Graduate Catalog and the ULM Student Policy Manual and Organizational Handbook. The policies of this handbook are consistent with university policies and are intended to supplement university policies and procedures.

Marriage and Family Therapy is a distinct mental health discipline that is regulated by licensure in all fifty states. The M.A. program in Marriage and Family Therapy at ULM is accredited by the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE). The 60-hour program prepares students for careers as Marriage and Family Therapists and to use their systemically oriented skills in related and/or administrative careers. Learning occurs within a context in which understanding and respect for diversity and non-discrimination are fundamentally addressed, practiced, and valued in the curriculum, program structure, and clinical training. The master’s program is heavily clinically weighted; students will have the opportunity to practice in both an on-campus MFT clinic as well as in external settings intended to individualize career paths based on student interests and career goals.

1.0 The Profession of Marriage & Family Therapy

1.1 Marriage and Family Therapy

Marriage and Family Therapy is a distinct mental health discipline with its own body of theory, research, clinical techniques, and code of ethics. Marriage and Family Therapists diagnose and treat problems from a systemic perspective. They work with individuals, couples, families, and/or larger systems in a variety of contexts. Therapy focuses on interactional and relational processes and seeks to build on the client’s strengths and resources. Marriage and Family Therapists help families address and change relationships and patterns of communication so those families can find reasonable solutions to problems for themselves. There are many models of practice in Marriage and Family Therapy. Individual practitioners may vary greatly in their methods and techniques of clinical work.

The master’s degree in Marriage and Family Therapy is the entry-level educational requirement for independent clinical practice in the field. Master’s programs are designed to prepare individuals for beginning careers in Marriage and Family Therapy. Emphasis in this program is on training one to become a systemically focused clinician with an appreciation of how research interfaces with clinical practice.

Marriage and Family Therapists may be employed in a wide variety of settings. Graduates of this program are employed in outpatient and inpatient adolescent treatment
programs, substance abuse counseling programs, community service agencies, adoption agencies, church sponsored counseling centers, state agencies such as Child Protective Services, court-affiliated programs, hospitals, employee assistance programs, public and private schools, and private practice. Some graduates have developed careers in which they do not directly practice Marriage and Family Therapy but use the skills learned in this program in settings such as private business, personnel offices, and student affairs offices in institutions of higher learning.

2.0 The Program Purpose

The Master of Arts Degree in Marriage and Family Therapy, housed in the School of Health Professions in the College of Health and Pharmaceutical Sciences at The University of Louisiana at Monroe, graduated its first students in 1983. It was first accredited by COAMFTE in 1987.

The program prepares graduates (1) for careers as professional Marriage and Family Therapists, (2) to pursue a doctorate in MFT, counseling, or a related field. The M.A. degree requires 60 semester hours of training designed to integrate systemically oriented theory and clinical practice. Most students will complete the program of study in two years. Full-time enrollment must be maintained throughout this clinically oriented face-to-face program; any deviation from this requirement will be considered on a case-by-case basis by the program faculty.

The curriculum of the Marriage and Family Therapy master’s program focuses on understanding problems and issues in the context of relationships, particularly family relationships. Students are prepared to work in a wide variety of professional Marriage and Family Therapy settings with diverse populations experiencing a broad range of problems.

The program is accredited by the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE). Accreditation is essentially a public service that strives to improve the quality of educational programs, encourage programs’ self-study and development, and serves as an indicator that programs are meeting established standards and their own stated objectives. Accreditation is a status granted to an educational program that has been found to meet or exceed stated criteria and is awarded to those programs that are recognized as having met standards of excellence in education and training.

Given that it is accredited by COAMFTE, the M.A. program in Marriage and Family Therapy at the University of Louisiana at Monroe academically prepares students to hold a license in Marriage and Family Therapy in the state of Louisiana. Please note that additional clinical requirements beyond academic requirements are required for licensure in all states. To see a full list of the requirements to become a licensed marriage and family therapist in the state of Louisiana, please visit the Louisiana Licensed Professional Counselor Board website at www.lpcboard.org. For academic requirements for licensure in other states, please visit the appropriate licensing board websites. MFT program faculty will be happy to assist you in finding the appropriate information.
Students are encouraged to become members of the American Association for Marriage and Family Therapy (AAMFT), as well as its respective state division (LAMFT). AAMFT allows graduates from COAMFTE-accredited programs to count the 500 clinical contact hours and 100 supervision hours obtained during the master’s program toward the requirement for Associate Membership in AAMFT. For additional information regarding associate membership in AAMFT, please visit the following website:

AAMFT:  

Professional development is also encouraged through attending state and national conferences, presenting at state and national conferences, and running for office as the Student/Associate Representative. For referenced professional organizations and regulatory boards please see below for applicable website information:

- Louisiana Licensing Board: www.lpcboard.org
- American Association for Marriage and Family Therapy: www.aamft.org
- Louisiana Association for Marriage and Family Therapy: www.lamft.org

2.1 University Mission

As described in the 2013 – 2018 Strategic Plan, the mission statement of The University of Louisiana at Monroe is as follows:

Mission - The University of Louisiana at Monroe seeks students who find value in our programs and prepares them to compete, succeed, and contribute in an ever-changing global society through a transformative education.

Vision - The University of Louisiana at Monroe will be recognized among the top 200 universities in the nation for excellence in teaching, research, and innovation, with an emphasis on the health sciences.

2.2 Program Mission

The ULM Marriage and Family Therapy Master of Arts program is committed to a systemic orientation that fosters relational and contextual educational approaches in the field of Marriage and Family Therapy. Our mission is to prepare clinicians whose competencies in systemic practice, clinical scholarship, and ethics will professionally serve a diverse society. With a commitment to the classic foundations of family therapy and advancing the professions, we turn learning into relevant action for tomorrow’s practitioners.

2.3 Commitment to Diversity

Diversity Definition - Diversity encompasses the unique contextual dynamics that extend to and beyond the similarities and differences with regard to gender, gender
identity, sexual orientation, age, race, ethnicity, culture, citizenship, nation of origin, health status, ability, spirituality, religious affiliation, language, political view, social economic status, and their intersectionality. Diversity contributes to the richness and complexities of individuals, relationships, and human experiences.

**Commitment to Diversity Statement** - Diversity, and our valuing of and commitment to it, contributes to the richness of each individual’s learning experience and a safe educational environment.

### 3.0. Educational Outcomes

#### 3.1 Program Goals

1. To educate students who are knowledgeable of systemic philosophy and theory. (Knowledge)
   - Measured by faculty goal #4 and SLO #1
2. To train competent systemic scholars and clinicians (Practice and Research).
   - Measured by faculty goal #1, 2, 3 and SLO #2, 3
3. To train ethical systemic clinicians. (Ethics)
   - Measured by faculty goal #2 and SLO #4
4. To train students in effectively working with diverse populations. (Diversity)
   - Measured by faculty goal #5 and SLO #5

#### 3.2 Student Learning Outcomes and Benchmarks

1. Students will be able to articulate a classic foundational systemic philosophy and theory.
   - 75% of students will satisfactorily complete all of the following:
     i. Master Core Competency #1: MFT Foundations, as evidenced by attainment of at least a 3 on a 5-point scale on that competency in each of the following: MAFT 6010: Introduction to Marriage and Family Therapy; and MAFT 6066: Advanced Marriage and Family Therapy Theory.
     ii. Pass the theoretical section of the comprehensive exam research paper.

2. Students will be able to use foundational and current MFT research to inform their clinical orientation.
   - 75% of students will satisfactorily complete all of the following:
     i. Master Core Competency #15: Research Application, as evidenced by attainment of at least a 3 on a 5-point scale on that competency in each of the following MAFT 5081: Research Methods in Marriage & Family Therapy and Counseling; and MAFT 6008: Professional Issues.
     ii. Pass all sections of the comprehensive exam.

3. Students will be able to demonstrate competence in the practice of a systemic orientation to Marriage and Family Therapy.
   - 75% of students will satisfactorily complete all the following:
i. MAFT 5015: Practicum in Marriage and Family Therapy/Counseling, in which the student demonstrates competency in practicing major models of Marriage and Family Therapy and systemically oriented brief therapy, as evidenced by receiving a performance level of 3 on a 5-point scale in each core competency assessed in the course;

ii. At least three semesters of MAFT 6070: Internship, with documentation of a minimum of 500 hours of client contact and 100 hours of supervision, and receives a performance level of 3 on a 5-point scale in each core competency assessed in the final semester of the course.

iii. Receive a passing grade on the comprehensive exam clinical presentation.

4. Students will be able to show professionalism and integrity in ethical practice.

*New course, required for the first time during fall, 2017 (incoming cohort of fall 2017)

- 75% of students will satisfactorily complete all the following:
  i. COUN 6063 Legal and Ethical Issues or MAFT 5063*: Legal and Ethical Issues in Marriage and Family Therapy and Counseling (depending upon year of entering the program), in which the student demonstrates competency in understanding legal, ethical, and professional concerns, as evidenced by receiving a performance level of 3 on a 5-point scale in each core competency assessed in the course;
  
  ii. MAFT 5015: Practicum in Marriage and Family Therapy/Counseling, in which the student demonstrates professionalism and ethical practice, as evidenced by receiving a performance level of 3 on a 5-point scale in each core competency assessed in the course;

  iii. At least three semesters of MAFT 6070: Internship, with documentation of a minimum of 500 hours of client contact and 100 hours of supervision, and receives a performance level of 3 on a 5-point scale in each core competency assessed in the final semester of the course.

  iv. Receive a passing grade on the ethical section of the comprehensive exam research paper.

5. Students will be able to demonstrate skills and knowledge to professionally serve a diverse society with sensitivity to contextual and systemic dynamics.

**New course, required for the first time during summer, 2018 (incoming cohort of fall 2017)

- 75% of students will satisfactorily complete all the following:

  i. COUN 6053: Counseling Special Populations or MAFT 6053**: Marriage & Family Therapy with Diverse, Marginalized, and Underserved Communities (depending upon year of entering the program), in which the student demonstrates competency in working with multicultural and minority populations, as evidenced by receiving a performance level of 3 on a 5-point scale in each core competency assessed in the course;

  ii. MAFT 6008: Professional Issues, in which the student demonstrates competency in issues related to professional identity and practice, as
evidenced by receiving a performance level of 3 on a 5-point scale in each core competency assessed in the course;

iii. MAFT 5015: Practicum in Marriage and Family Therapy/Counseling, in which the student demonstrates sensitivity to contextual and systemic dynamics, as evidenced by receiving a performance level of 3 on a 5-point scale in each core competency assessed in the course;

iv. At least three semesters of MAFT 6070: Internship, with documentation of a minimum of 500 hours of client contact and 100 hours of supervision, and receives a performance level of 3 on a 5-point scale in each core competency assessed in the final semester of the course.

v. Receive a passing grade on the contextual/cultural section of the comprehensive exam research paper.

### 3.3 Faculty Goals

1. Faculty will maintain an active research agenda, as measured by each faculty member accomplishing minimally two of any of the following three criteria within a three-year time frame.
   - Professional submissions and publications;
   - Presentations at state, regional, national, or international conferences or workshops;
   - Grant submissions and awards.

2. Faculty will maintain a systemically and ethically oriented clinical and/or supervision practice, as measured by each faculty member accomplishing minimally two of the following three criteria within a three-year time frame.
   - Professional licensure/certification;
   - Clinical membership in professional organizations;
   - Approved supervisor status or equivalent.

3. Faculty will provide service to the profession and/or university, as measured by each faculty member accomplishing minimally two of the following three criteria within a three-year time frame.
   - Editor or reviewer of referred publications, presentations, or grants;
   - Author/Co-author of accreditation self-studies and annual reports;
   - Holding office in and/or volunteer contributions to professional and/or community organizations/boards.

4. Faculty will offer an effectively taught systemically oriented curriculum, as measured by each faculty member accomplishing minimally one of the following first two criteria within a three-year time frame, and the program accomplishing the third.
   - Satisfactory teaching evaluations completed by students, receiving at least 3.5 on a 5-point scale of student’s overall opinion of the instructor as a teacher;
   - Satisfactory teaching evaluations completed by Program Director, receiving a 2 on a 4-point scale on the Faculty Teaching Evaluation; and
   - The average score received of “effectiveness of faculty” on the MFT Academic Support Services Survey being a 3 of 5.
5. Faculty will show an overall commitment to diversity and diversity issues, as measured by both of the following criteria:
   - Receiving an average performance level of three on the five point Likert scale on the Cultural Diversity Survey.
   - The average score received of “overall commitment to diversity and diversity issues” on the MFT Academic Support Services Survey being a 3 of 5.

4.0 Admission

4.1 Admission Requirements

Students are admitted to the Master of Arts degree program in Marriage and Family Therapy in the fall semester only. Prior to enrolling, students will have (a) successfully completed an undergraduate degree from a regionally accredited institution with at least eighteen hours of behavioral science coursework, (b) submitted complete application packages to and have been accepted by both the ULM Graduate School and the ULM MFT Program, and (c) interviewed with the MFT Selection Committee. Applicants who are regularly admitted to the ULM Graduate School satisfy at least TWO of the following requirements: (a) a minimum cumulative undergraduate grade point average of 2.5 (based on a 4.0 scale), (b) a minimum combined score of 283 on the GRE General Test (143 Verbal plus 138 Quantitative), and (c) a total of at least 1283 points based upon the formula - 400 times the overall undergraduate grade-point average plus the combined GRE General Test score (Verbal plus Quantitative).

In order to be successfully admitted to the program, students must have not only been accepted by the graduate school but have also been recommended for admission by the selection committee based on the interview process. The selection committee takes the following into consideration when making their recommendations for the admission of each applicant:

1. Related work experience
2. Strength of references
3. Career goals and their relevance to the program
4. Aptitude for graduate level study
5. Potential success in forming effective interpersonal relationships
6. Potential success in forming culturally relevant interpersonal relationships
7. Interpersonal skills in individual and small group contexts

Admission criteria are reviewed and revised periodically during regularly scheduled faculty and accreditation meetings.

4.2 Special Consideration

In the event a candidate does not meet the academic criteria (GPA of 2.5 or better, GRE of 283 or better, and formula score of 1283 or better), consideration for conditional admission may be made on a case-by-case basis. Students who are admitted conditionally must complete
12 hours of coursework with a grade point average of 3.0 or better to remove their conditional status.

4.3 Deficiencies in Prerequisite Coursework

Eighteen hours of studies in behavioral science (e.g., Marriage and Family Therapy, counseling, child and family development, psychology, sociology, psychiatric nursing, gerontology, pastoral counseling, or social work) are prerequisites for this program. Students may be admitted who do not have all eighteen hours; however, they will be required to complete this prerequisite coursework in addition to completing the necessary master’s coursework.

During the admissions process, the student shall be informed of any deficiencies in prerequisite coursework. At the time of admission, the student shall consult with his or her major advisor to determine how that prerequisite course work will be fulfilled prior to the completion of the Marriage and Family Therapy degree.

4.4 Graduate Assistantships

Opportunities for Graduate Assistantships (GAs) for MFT program students are commensurate with opportunities in other clinical training programs at ULM. MFT students are first considered for GAs within the MFT Program, then within the School of Health Professions, then within the College of Health and Pharmaceutical Sciences, and can even be considered for GAs in non-academic units on campus. The MFT Program faculty and staff assist all applicants for GAs in their search for a position, including outside of the program if the program cannot accommodate all qualified applicants.

Utilizing Fall 2016 data to reflect the likelihood of an MFT student being assigned to a graduate assistantship, the data shows that over 67% of MFT students had Graduate Assistantships within the program or across campus.

5.0 Orientation

On or before the first week of classes an orientation will be conducted. The information covered at the orientation includes, but is not limited to the following: registration information; useful phone numbers including financial aid, graduate school, registrar’s office, and university police; program policies and procedures, including grievance policies and program educational outcomes; background check and drug screen policies; links to the university library, Moodle, the graduate catalog, and the program website; information on state and national professional organizations. For more information regarding the program orientation, please see the MFT M.A. Program Orientation Handout (Appendix I).

6.0 Faculty Advisors

Upon acceptance into the program, a student is assigned a major advisor from the MFT program. This person will assist the student with information about classes, policies, the
campus, et cetera. The student should meet with his or her assigned advisor before registering for courses initially, as well as before each subsequent semester. A degree plan should be constructed and filed with the University Graduate School during the first semester of study. As a part of the degree plan process, the student will be assigned two additional faculty members to serve on his or her advisory committee. The M.A. advisory committee will be the readers of the student’s written comprehensive exams and the evaluators of the student’s clinical comprehensive exams. Students must meet with their advisor if changes to the degree plan become necessary. Any change to the degree plan requires that a new degree plan be filed with the Graduate School.

7.0 Program of Study

7.1 Curriculum Offering

The program shall have the responsibility to offer courses required for the completion of the Master of Arts in Marriage and Family Therapy. Responsibility for teaching marriage and family therapy is vested principally in the full-time MFT faculty. The curriculum shall be offered in a timely manner that allows the student to register for the coursework as defined in this handbook. Students are expected to be enrolled full-time and to be continually enrolled until the completion of their program of study. The faculty may consider any deviations from this policy on a case-by-case basis.

Most courses shall be offered on the campus of the University of Louisiana at Monroe where students have ready access to research facilities. A few required courses may be offered online or as hybrid courses, as the format is becoming more flexible. Any deviation from this policy shall be approved in writing by the MFT Program Director, the Director of the School Health Professions, and the Dean of the College of Health and Pharmaceutical Sciences. Courses offered shall be designed to meet the accreditation standards of COAMFTE.

At the beginning of each semester, students will be furnished a course syllabus containing the course outline, course objectives, methods of assessing progress and performance, and grading scale or method by which the final grade will be computed. Detailed information regarding core competencies and accreditation standards met in that particular course will appear in a rubric format linked with the corresponded evaluation methods and assessment measures. As such, 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 give the student a clear representation of strengths and weaknesses. 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”. A final examination must be administered in all courses.
All classes are to be convened and dismissed on time. Any change in class time or location must be approved in advance by the Program Director with the concurrence of the School Director and Dean.

### 7.2 The Core Curriculum

The curriculum of the master’s program in Marriage and Family Therapy at ULM has been designed to satisfy the requirements set forth by COAMFTE. Training is designed to integrate systemically oriented theory and clinical practice. Courses focus on understanding problems and issues in context, including issues related to power and privilege as they relate to age, culture, environment, ethnicity, gender, health/ability, nationality, race, religion, sexual orientation, spirituality, and socioeconomic status. The core curriculum (required master’s degree courses) for the M.A. in Marriage and Family Therapy includes:

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Course Number</th>
<th>Course Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>MAFT 5005</td>
<td>Methods in Therapy and Counseling</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>MAFT 6010</td>
<td>Introduction to MFT</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>MAFT 5081</td>
<td>Research Methods in Marriage &amp; Family Therapy and Counseling</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>MAFT 5063*</td>
<td>Legal and Ethical Issues in Marriage &amp; Family Therapy and Counseling</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>MAFT 5015</td>
<td>Practicum in MFT/Counseling</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>MAFT 5020</td>
<td>Marriage and Family Development</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>MAFT 5021</td>
<td>Maladaptive Behavior</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>MAFT 6063</td>
<td>Couples, Intimacy, &amp; Sexuality</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>COUN 5022</td>
<td>Human Growth &amp; Development</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>MAFT 6053*</td>
<td>MFT with Diverse, Marginalized, and Underserved Communities</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>COUN 5005*</td>
<td>Counseling Theories</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>MAFT 6020</td>
<td>Strategies for Parent-Child</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>MAFT 6066</td>
<td>Advanced Theory MFT</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>MAFT 5062*</td>
<td>Assessment in MFT and Counseling</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>COUN 5060*</td>
<td>Life &amp; Career Development</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>MAFT 6008</td>
<td>Professional Issues</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>MAFT 6067</td>
<td>Group Counseling</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>MAFT 6070</td>
<td>Internship</td>
<td></td>
</tr>
<tr>
<td>60</td>
<td></td>
<td>Total Hours in Master of Arts Curriculum</td>
<td></td>
</tr>
</tbody>
</table>

* Possibility of online and/or hybrid course available
7.3 Attendance

In accord with the ULM attendance Policy:

1. Class attendance is regarded as an obligation and a privilege, and all students are expected to attend regularly and punctually all classes in which they are enrolled. Failure to do so may jeopardize a student’s scholastic standing and may lead to suspension from the University.

2. Any student who is not present for at least 75% of the scheduled class sessions in any course may receive a grade of “W” if this condition occurs prior to the last day to drop a course or a grade of “F” after that date.

3. Any University-related activity requiring an absence from class will count as an absence when determining if a student has attended 75% of class meetings.

4. Students are responsible for the effect absences have on all forms of evaluating course performance. Thus, the student is responsible for arranging the allowed make up of any missed work.

5. Instructors shall keep a permanent attendance record for each class. These records are subject to inspection by appropriate University officials and should be available at all times.

6. Faculty members are required to state in writing and explain to students their expectations in regard to class attendance during the first class meeting or by the last day to add (third official day of classes).

7. Faculty members are expected to work with students to allow for completion of class work and assignments if the student’s absence results from his/her required participation in a University/Program sponsored activity provided that, prior to the absence, the student makes arrangements to complete all missed work.

8. At the discretion of the instructor, class participants will usually allowed to make up work and/or tests missed because of serious illness, accident, or death in the family.

7.4 Internship

All M.A. students must register for MAFT 6070, Internship, for a minimum of three consecutive semesters: one ten-week summer term, fall, and spring semesters. While enrolled in MAFT 5015 and MAFT 6070, the student will obtain a minimum of 500 client contact hours, half of which shall be with couples or families. At least 150 of the client contact hours will be obtained in the ULM Marriage and Family Therapy Clinic and the rest at an externship site, which shall be selected by the student in conjunction with the Director of Clinical Services of the program. Students will have the opportunity to work with clients who are diverse in terms of age, culture, physical ability, ethnicity, family composition, gender, race, religion, sexual orientation, and socioeconomic status.

All therapy sessions in the ULM MFT Clinic will be recorded for use in supervision, and all sessions at sites external to the campus may be either audio or video taped for supervision. All sessions, whether at the ULM MFT Clinic or at external sites, will be clinically supervised by the
ULM MFT Clinical faculty who are AAMFT Approved Supervisors or Candidates. Students will receive individual supervision, group supervision, and supervision based on direct observation, videotape, or audiotape. Supervision must occur each week in which the student is seeing clients. A minimum of one hundred hours of supervision – one hour of supervision for each five hours of client contact – is required. Other MFT students, as well as supervisors, may observe sessions from behind a one-way mirror. Supervision of students in the master’s degree program by other master’s level students is prohibited.

All students are required to read the Clinic Handbook, which contains the complete set of guidelines related to internship and the clinic policies.

7.5 Thesis

Completion of a thesis is not required to graduate with an M.A. in Marriage and Family Therapy; however, a student who has interest in a research topic or who is planning to continue studies in a doctoral program may wish to complete a thesis project. That student may enroll in MAFT 5099 for an additional credit of between one and six hours. The student will select a major professor and a committee for the project. This committee shall then serve as the student’s advisory committee.

7.6 Background Check and Drug Screen

Background checks and drug screening tests are now required of MFT students in order to participate in clinical work [defined as MAFT 5015, MAFT 6070, MAFT 7050, and MAFT 7053 both at the ULM MFT Clinic and at externship sites] in the Marriage and Family Therapy Programs. This policy was established to comply with accreditation standards, to comply with the policies of the College of Health and Pharmaceutical Sciences (CHPS), and to promote the highest level of integrity in our program. This policy includes initial background checks and drug screenings as well as drug screening for suspicious behavior.

All MFT students must complete a background check and drug screening from CertifiedBackground.com prior to beginning any clinical work (For MA Students: First Spring Semester; For PhD Students: Prior to First Fall Semester). The results will be valid throughout all clinical work in the MFT Program, unless a site requires a recent test. However, the student can be re-tested at any time during their course of study, especially if the student displays suspicious behavior during a clinical rotation.

All MFT students will be informed of the College of Health and Pharmaceutical Sciences Background Check (BC) and Drug Screening (DS) policies both in writing (in the program handbooks) and in spoken form (during the applicant interviews and again at the program orientation). Those students enrolled in the MFT program prior to the effective date of this policy (Spring 2014) will be informed both in writing and in spoken form. Students will sign an acknowledgement form as outlined on the CHPS Initial Background Checks and Drug Screening Policy.
Students must request a background check and drug screen from www.CastleBranch.com where they will register and pay for the services. The following steps outlined below should be followed by the student:

- Following the instructions provided by the Program Director the student should complete the on-line form at www.CastleBranch.com.
- Upon completing the forms, the student should be prepared to electronically pay the fee for the background check and drug screen to be processed. This fee includes a national criminal background search.
- The student will receive a password and will be able to access the results when available.
- All results will be sent to the Associate Dean for the college by CastleBranch.com. The Associate Dean will review the results and will inform the Program Director if the student is cleared for clinical work or if information of concern exists.
- If information of concern exists on the background check, the student must meet with the MFT Program Director and/or designee. The issues leading to the concern will be discussed and a plan of action relevant to the specifics of the situation as it relates to professional practice developed. The student may or may not be allowed to begin clinical work.
- If information of concern exists on the drug screening, the student will not be eligible to begin clinical work and will be dismissed from the program as the CHPS has a no tolerance policy for a failed drug test.
- If the drug screen indicates a “Dilute” result, the student must retest within 2 working days at his/her own expense.
- Failure to follow the background check and drug screening policies will result in the student being unable to begin clinical work.
- Upon request, the results of the background check and drug screen will be made available to all externship site administrative supervisors participating in the student’s clinical training. The student is responsible for providing these results to the externship site.
- If there is information of concern on the background check and the student is allowed to continue on to clinical work, the externship site has the right to deny the student’s placement at the site. Each practice site will determine whether the student may participate at that site and the decision will be independent from any determination by the MFT Program. However, if the MFT faculty makes the determination that a student cannot participate in clinical work, that decision applies to both work at the MFT Clinic and at externship sites.
- The policy outlined in the document entitled Plan of Action for Background and Drug Screening Concerns (also found on page 3 of this document) will be followed.
- Students have full access to the results of the background check and drug screen through CastleBranch.com. Records will be archived by CastleBranch.com.

Note: All 50 states require licensure in order to practice as a Licensed Marriage and Family Therapist and a Licensed Professional Counselor. A felony conviction may affect a graduate’s
ability to attain state licensure. Therefore, if an applicant/student is concerned about an issue, the status of this must be addressed with the particular state’s licensing board prior to the clinical portion of the program.

If the results of the drug screening indicate a positive finding, the student will not be allowed to commence their clinical work and will be immediately dismissed from the program as the CHPS has a no tolerance policy for a failed drug test.

If concerns are noted in the background screening, the following plan of action will be taken:

1. The College of Health and Pharmaceutical Sciences Associate Dean, will contact the MFT Program Director.
2. Students will be contacted by the MFT Program Director if information of concern arises.

If the information of concern revealed through the background screening is a felony offense the following actions will occur:

1. The student will meet with the Program Director and/or designee. Information from the MFT Student Background Check and Drug Screen Policy and Plan of Action: Background and Drug Screening Concerns will be reviewed. During initial orientation to the program, the student was provided with these policies, policies were reviewed, and the student signed forms indicating that they had read and understood the policies.
2. The AAMFT Code of Ethics will be reviewed with the student.
3. The student will be provided with contact information for state licensure boards to determine the likelihood of being able to obtain licensure.
4. The issues leading to the concern will be discussed and a plan of action relevant to the specifics of the situation as it relates to professional practice developed. The student may or may not be allowed to begin clinical work.
5. If clinical work is approved, the externship site will determine whether the student may participate in that setting. This decision will be independent from any determination by the University of Louisiana at Monroe’s Marriage and Family Therapy Program or College of Health and Pharmaceutical Sciences.
6. If the externship site refuses to allow the student to participate in training, it is the responsibility of the student to find an alternative placement.
7. If no alternative placement can be secured due to the results of the background check, the student will be unable to complete the requirements of the program.

If the information of concern revealed through the background screening is a misdemeanor offense the following actions will occur:

1. The student will meet with the MFT Program Director and/or designee. The AAMFT Code of Ethics will be reviewed with the student.
2. The student will be provided with contact information for state licensure boards to determine the likelihood of being able to obtain licensure.

7.7 Electives

Completion of elective coursework is not required to graduate with an M.A. in Marriage and Family Therapy; however, various electives are offered, both in the Marriage and Family
Therapy Program and in other programs. If a student has an interest in a subject, which is not covered in required coursework, the student may take elective coursework during his or her enrollment in the program.

8.0 Comprehensive Examinations

Comprehensive examinations are administered during the last semester of required coursework. These examinations consist of a written research paper and a clinical presentation. See Appendix II.

8.1 Clinical Presentation

The intent of the clinical presentation is to allow the student to demonstrate his or her ability to apply the theoretical constructs and techniques of a specific theory of marriage and family therapy to a clinical setting. The student will edit a video of himself or herself in one or more therapy sessions with the same client. The student will erase the video at the end of the review in order to clearly maintain privacy and client confidentiality, unless appropriate client consents are obtained for future use in professional presentations. Students will have 20 minutes in which to introduce the case, show the video session(s), and respond to possible questions. The student’s advisory committee is responsible for evaluating the clinical comprehensive exams. Only if all committee members are not available will other core MFT faculty members evaluate in place of the committee members. The student will submit a case document that corresponds with the video to present to the faculty committee. For a full list of requirements for this video and the case document, please see the Requirements for M.A. Comprehensive Exams document in Appendix II.

8.2 Research Paper

The research paper is intended to be a supplement to the case presentation. Students are to thoroughly discuss theory and its application relative to the showcased clinical case example. The paper is also to cover relevant ethical and contextual/cultural issues encountered throughout the case and how they were handled. Appropriate citations are to be included. For more information, please see the Requirements for M.A. Comprehensive Exams document in Appendix II.

8.3 Failure to Pass

The comprehensive examination is administered upon the completion of all required coursework. This examination consists of a written as well as an oral demonstration (as defined in sections 8.1 and 8.2). Failure to successfully complete and receive a passing grade on any part of this examination will result in failure of the comprehensive examination. If a student fails the comprehensive examination, the opportunity to re-take the examination will not be available until the following full academic semester (defined as fall or spring). A student must pass the complete comprehensive examination prior to graduating.
9.0 Learner Evaluations and Community of Interest Feedback

Learning evaluations are accomplished through the following:

1. Course evaluations through specific assessments and exams in each class as specified in the course syllabi.

2. An evaluation at the completion of MAFT 5005, Methods in Therapy and Counseling, informs the faculty of the student’s state of readiness to enter into the formal clinical experience. A review of this evaluation with the student occurs prior to formal internship. See Pre-Internship Evaluation Form (Appendix III).

3. Students taking MAFT 6070, Internship, are evaluated weekly through both individual and group supervision by their assigned clinical supervisor (a MFT faculty member who is an AAMFT Approved Supervisor, or the equivalent). Midterm and Final evaluations are also conducted in MAFT 6070 to assess clinical competency. See Internship Evaluation (Appendix IV).

4. Comprehensive exams during the second spring semester of the course of study (which for most students is their last semester of study). These written four-hour exams are designed to evaluate how well students have assimilated the total course of study into their ability to function as clinicians. A second part of this exam requires students to provide a video presentation and oral defense of their clinical work for evaluation by their committee. For more details about the clinical requirements of the program and how they are assessed, please see the Application for Clinical Requirement for Graduation (Appendix VIII).

5. At the end of their second year of study, and prior to graduation, students engage in a formal exit interview in which they evaluate their learning experience for the past two years. They are asked to give an objective evaluation of the strengths and weaknesses of the M.A. program.

6. Graduates are surveyed (a) immediately after graduation to provide feedback on their course of study and preparedness for employment, and (b) annually to obtain their rates of success on licensure, certification, and to obtain-post graduate evaluations of their preparation for their employment.

7. 9.1 Supervisor Evaluation of Student Clinical Work

Supervisors evaluate students in MAFT 6070 each semester. Evaluations are based upon the student’s clinical development, skills, and effectiveness. Areas for growth as well as strengths are discussed with interns both at mid-semester and at the end of the course. The Director of Clinical Services retains these evaluations, and a copy is placed in the students file.

9.2 Student Evaluation of Clinical Supervisor

As stated in Section 9.3, evaluation of the clinical learning experience, including availability and competency of supervisors, occurs each semester. Students submit evaluations of the supervisor to the Director of Clinical Services, and the Director of Clinical Services gives a summary to the supervisor.
9.3 Student Evaluation of Courses

At the end of every semester, students are given the opportunity to evaluate their courses as well as their instructors. Students must choose to complete the course evaluations or manually opt out of evaluating the courses before seeing final course grades in the ULM Banner System. Student feedback regarding the instructor teaching, whether concerning deficiencies or strengths, are reviewed by the program director and discussed in detail with the faculty member during his or her annual review. In addition to this, the faculty members are notified when all course evaluations are complete and are given access to a report, which reflects the average student response related to the evaluation of the course. The responses are based on a Likert scale.

9.4 Exit Interviews

At the end of the second year of study, and after comprehensive exams have been administered, students are invited to meet with the faculty for an exit interview or to communicate ideas for program improvement to the MFT faculty through a method of their choice. Whether by exit interview or some other method, students are encouraged to address the strengths and weaknesses of their learning experiences, of the curriculum, and of the program in general. The program utilizes the information gathered in this process to make many constructive changes.

9.5 Graduate Follow-Up

Every year the program seeks information from graduates relative to their employment, licensure status, and professional development through the use of the Alumni Evaluation Survey (Appendix V). The program also takes this opportunity to further evaluate the learning experiences in the program from the perspective of the alumni. Graduates are given the option of giving their information anonymously. The program faculty utilizes the information gathered in making programmatic and curriculum changes in order to better prepare and equip future graduates for employment.

9.6 Community Feedback Survey

In 2011 the MFT program implemented a community agency survey to allow externship site supervisors and employers of graduates to provide meaningful and practical input to the MFT program. Surveys request feedback pertaining to program mission, strengths, weaknesses, curriculum, and graduate preparation for the workplace. Externship site representatives completing the survey are given the option of doing so anonymously. All surveys are returned to the Director of Clinical Services who provides the ULM MFT Faculty with themes developed from the results every two years. Recipients of the community agency survey will include sites that are either currently employing students or who have in the past. See Appendix VI.
9.7 Faculty Recommendation of Students

Professional recommendations for students or graduates are provided at the discretion of the faculty member whose recommendation is being requested. These decisions are made on a case-by-case basis at the time of request. Academic as well as clinical performance may be taken into consideration in determining whether or not to provide a professional recommendation.

10.0 Policy and Procedure Revision

Policies and procedures are reviewed and revised periodically as necessary to reflect ongoing improvement based on the following: changes in accreditation standards; feedback from exit interviews, alumni surveys, and the community agency surveys; and faculty input based on student performance discussed in faculty meetings.

11.0 Graduation

Information at the time of completion of the MA Handbook shows graduation rates listed below for the last nine years including averages.

<table>
<thead>
<tr>
<th>Cohort Year</th>
<th># Of Students Enrolled</th>
<th># Of Students graduating</th>
<th>Avg. Graduation Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2007 – Spring 2008</td>
<td>16</td>
<td>16</td>
<td>100%</td>
</tr>
<tr>
<td>Fall 2008 – Spring 2009</td>
<td>17</td>
<td>16</td>
<td>94%</td>
</tr>
<tr>
<td>Fall 2009 – Spring 2010</td>
<td>16</td>
<td>12</td>
<td>75%</td>
</tr>
<tr>
<td>Fall 2010 – Spring 2011</td>
<td>19</td>
<td>16</td>
<td>84%</td>
</tr>
<tr>
<td>Fall 2011 – Spring 2012</td>
<td>20</td>
<td>17</td>
<td>85%</td>
</tr>
<tr>
<td>Fall 2012 - Spring 2013</td>
<td>17</td>
<td>17</td>
<td>100%</td>
</tr>
<tr>
<td>Fall 2013 - Spring 2014</td>
<td>11</td>
<td>9</td>
<td>82%</td>
</tr>
<tr>
<td>Fall 2014 - Spring 2015</td>
<td>7</td>
<td>7</td>
<td>100%</td>
</tr>
<tr>
<td>Fall 2015 – Spring 2016</td>
<td>8</td>
<td>8</td>
<td>100%</td>
</tr>
<tr>
<td><strong>Average</strong></td>
<td><strong>131</strong></td>
<td><strong>118</strong></td>
<td><strong>90%</strong></td>
</tr>
</tbody>
</table>

11.1 Student Responsibility

The Graduate Catalog of the University of Louisiana at Monroe establishes the requirements for granting a degree in Marriage and Family Therapy. The faculty and administration are all invested in the educational experience of all students; however, the individual student is responsible for meeting the requirements for graduation. Upon successful completion of the coursework, internship, and comprehensive examinations, students are awarded a Master of Arts degree in Marriage and Family Therapy. The degree will not be awarded until all requirements have been met. For this reason, it is important for each student to know the degree requirements and the policies and procedures of this program and of the university. Graduate students are expected to assume responsibility for abiding by the
regulations and requirements of the Marriage and Family Therapy Program, the School of Health Professions, the College of Health and Pharmaceutical Sciences, and the University of Louisiana at Monroe.

12.0 Eligibility to Remain in the M.A. Program

A student may be terminated from the master’s program and from further graduate work at The University of Louisiana at Monroe for any of the following academic reasons:

1. The student’s cumulative grade point average falls below 3.0.
2. The student receives any final course grade lower than a “C.”
3. The student receives more than six semester hours of grades of “C” in graduate courses.
4. The student fails to meet a performance level of at least 3 on any COAMFTE Core Competency as prescribed by the Marriage and Family Therapy Remediation Committee through the Professional Growth Plan.

The master’s program has a responsibility to ensure that graduates adhere to the minimum standard of professional behavior. A student may also be terminated from the master’s program if his or her behavior is deemed unprofessional. Examples of such behavior are failing to uphold the Code of Conduct of AAMFT in clinical work; threatening or harassing faculty, staff, or another student; or engaging in illegal activities. The policy of the College of Health and Pharmaceutical Sciences shall be followed relative to appeals by the student.

A graduate student who is denied admission to or further continuance in the master’s program may appeal for admission or readmission. An appeal must conform to the requirements of the Graduate School and the College of Health and Pharmaceutical Sciences. For further information about the appeals process, see the ULM Student Policy Manual and Organizational Handbook at the following link: http://www.ulm.edu/studentpolicy/.

12.1 MFT Faculty Remediation Committee and Professional Growth Plans

COAMFTE Core Competencies will be assessed in each course. A minimal Performance Level of 3 on the 1-5 Competency Rubric Rating Scale* as specified in the Competency Rubric Scale and Score Sheet for the course (Appendix 1 of the Syllabi) must be attained. If the student has not achieved each competency at the minimal level of success by the last day of the semester, the student will have 30 days after the end of the semester to remediate the competency, and then report back to the professor to demonstrate how the competency has been met. If demonstration of the competency has not been satisfactorily completed at a minimal performance level of 3 after the 30-day period, the student will be referred to the Marriage and Family Therapy Faculty Remediation Committee (MFT FRC) who will meet with the student and provide corrective feedback through the use of a written Professional Growth Plan (PGP) and timeline. If the student does not address the objective prescribed at the minimal performance level of 3, as necessitated by the MFT FRC, the student may be recommended for dismissal from the program. Please see Section 11.0 for more information on remaining in the program.
*Competency Rubric Rating Scale*

5 = Advanced: Skills and understanding evident at an exceptional level  
4 = Proficient: Strong level of mastery of skills and understanding  
3 = Basic: Understanding of concepts/skills evident  
2 = Developing: In process of developing understanding of concepts and skills; growth needed  
1 = Deficient: Insufficient understanding of concepts and skills; significant remediation needed  

Note: Ratings of 3 or above indicate performing well for student’s stage of development.

The Marriage and Family Therapy Faculty Remediation Committee will consist of at least four MFT Faculty members, including the instructor of the course in which the student’s performance necessitated referral to the remediation committee. The MFT FRC will be governed by the following Professional Growth Plan Directions outlined in Appendix VII.

13.0 Time Limit for Completion of the Program

All coursework, internships, and the thesis, if this option is chosen, must be completed within a six-year time period from the date of the first registration in the program. The Graduate School, the Graduate Council, and the Marriage and Family Therapy faculty must approve any appeal for extension beyond the six-year requirement.

14.0 Transfer of Credit

At least two-thirds of the hours required for the master’s degree must be earned in residence at ULM. Transfer credit plus ULM off-campus credit may not total more than 20 hours. Students may transfer graduate coursework taken at ULM from one program to another or from non-degree status to a degree program. The coursework must be approved by the student’s advisory committee and the MFT Program Director. Only grades of “B” or above may be transferred. Only 12 hours earned as a non-degree student at ULM may be transferred to a degree program. Transfer credit must meet the following requirements:

1. Credit must be earned in residence at a regionally accredited college or University. Off-campus credit from another school will not be accepted.  
2. Credit must be accepted as applicable to the student’s degree program.  
3. A grade of “B” or better must be earned.  
4. Credit must have been obtained within the six-year time limit for the master’s degree program.

Transfer credit must be presented and accepted during the first semester or summer session upon entering ULM. The Program Director will make final authorization of transfer credit.
15.0 M.A. Program Committee

There shall be an M.A. program policy and procedures committee who shall have the responsibility of general oversight of the master’s program. Members of the committee shall be the MFT faculty members and the Program Director. The Endowed Chair and the Clinical Director shall be ex-officio members who may serve as a consultant to the committee.

16.0 Harassment Policy

The University of Louisiana at Monroe strongly disapproves of harassment and intimidation of its employees and students and will take affirmative steps to eliminate and/or correct such actions. Sexual harassment, like harassment on the basis of color, race, religion, gender, sexual 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.

Harassment of 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. Three conditions are grounds for submitting a sexual harassment complaint: when (1) submission to sexual conduct is made either explicitly or implicitly a term or condition of an individual’s employment or student’s grade, (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 of effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working or learning environment. For more detailed information, please see the ULM Policy and Procedures on Domestic Violence, Dating Abuse, Sexual Assault, Stalking and Sexual Harassment on Campus found in section IV of the ULM Student Policy Manual and Organizational Handbook, which can be found at the following link: http://www.ulm.edu/studentpolicy/.

17.0 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 members 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. The MFT Supervision Committee is made up of the MFT Faculty, the Endowed Chair, and the Director of Clinical Services with the
appropriate administrators serving as ex-officio members. 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 follow the grievance procedures delineated in university policies. For a link to policies and an online student complaint form, visit the ULM Division of Student Affairs at http://www.ulm.edu/studentaffairs/.

18.0 Therapy/Counseling for MFT Students

Should a student in the Marriage and Family Therapy Program require therapy/counseling services while enrolled in the program, he or she is encouraged to seek these services in one of the following ways: The student may either seek these services at the ULM Counseling Center, where services are free to students, or the student may approach a MFT Faculty member on an individual basis to seek a more personalized referral. For more information about the ULM Counseling Center, please visit the website at http://www.ulm.edu/counselingcenter/.

19.0 Code of Conduct

The code of conduct for the behavior of M.A. students and faculty while engaged in clinical activity shall be the AAMFT Code of Ethics. In addition to the policies and procedures outlined in this manual, students in the Marriage and Family Therapy Master’s Program are expected to adhere to all policies and procedures detailed in the ULM Student Policy Manual and Organizational Handbook which can be found at the following link: http://catalog.ulm.edu/content.php?catoid=27&navoid=3334.

20.0 Non-Discrimination Policy

“The University of Louisiana at Monroe recognizes that members of the University community represent different groups according to sex, race, color, creed, national origin, and physical or mental disability. 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.

It is not the intent of the University to dictate feelings or to mandate how individuals should personally interact with others. It is, however, the intent of the University that awareness of individual and group rights according to sex, race, color, creed, national origin, and physical or mental disability be regarded as important to the education of its students. Our ability to work in a pluralistic society demands no less.

It is with this in mind that the University does not permit any actions, including verbal or written statements, that discriminate against an individual or group on the basis of sex, race, color, creed, national origin, or physical or mental disability. Any action is a violation of the
Student Code of Conduct. Complaints of discrimination should be made orally and in writing to the appropriate University Administrator.” (2017-2018 ULM Graduate Catalog).

The MFT Ph.D. Program extends this non-discrimination policy to explicitly prohibit discrimination with regard to the recruitment, admission, codes of conduct, hiring, retention, or dismissal of students, faculty, and supervisors or other relevant staff.
Appendices

Appendix I: MFT MA Program Orientation Handout ........................................30
Appendix II: Comprehensive Examination Guidelines & Scoring Rubric ..........31
Appendix III: Pre-Internship Evaluation Form .............................................36
Appendix IV: Internship Evaluation .............................................................37
Appendix V: Alumni Evaluation Survey .........................................................39
Appendix VI: Community Feedback Survey ..................................................47
Appendix VII: Professional Growth Plan Directions & Example......................52
Appendix VIII: Application for Clinical Requirement for Graduation ..........55