



- Maintain respect for differences and honor factors that reflect diversity in our community, including age, culture, environment, ethnicity, gender, health/ability, nationality, race, religion, sexual orientation, spirituality, and socioeconomic status (SLO #3)
- Interpret and apply the major models of couple and family therapy. (SLO #5)
- Analyze a wider variety of presenting clinical problems in the treatment of individuals, couples, and families from a relational/systemic perspective. (SLO #6)
- Address contemporary individuals, couples, and families as pertaining to gender, ethnicity, sexuality, religion, etc.; comprehend therapeutic strategies with diverse/multicultural populations. (SLO #7)
- Comprehend principles, assessment, and treatment of sexual problems and dysfunction. (SLO #8).
- Diagnose mental health, considering major psychopharmacological interventions, physical health issues, using traditional psycho diagnostic and relational categories.(SLO #10)
- Maintain a professional identity, engage in professional socialization, and understand the MFT scope of practice, professional organizations, licensure, and certification. (SLO #12)
- Define ethical issues related to the profession of marriage and family therapy and the practice of individual, couple, and family therapy, including: responsibility to clients, students and supervisees, research participants, and the profession; issues of confidentiality; professional competence and integrity; the appropriateness of advertising and financial arrangements. (SLO #13)
- Identify the legal responsibilities and liabilities of clinical practice and research, including record keeping, reimbursement, the business aspects of practice, and familiarity with regional and federal laws as they relate to the practice of individual, couple and family therapy. (SLO #14)
- Complete a substantive clinical experience in which students integrate and apply theoretical and practical knowledge from all didactic coursework in the treatment of individual, couple, and family problems. (SLO #16)

Includes a combination of discussion of clinical cases, review of students' recorded therapy sessions, and clinical training/demonstration.

**Live Supervision**

Includes watching therapeutic cases as a class, which will give students a chance to be supervised live and to observe cases alongside the instructor.

required to be on time for your therapy sessions and for class. I will expect that you will make every effort to attend class and arrive on time for class and supervision.

**Measurement Procedure:** Students will be required to attend class, participate in class discussions, in-class activities, and role-plays. It is also expected that students will be respectful of their classmates' learning. Excused absences are those which refer to medical emergencies or University approved absences. A health professional note is required to be presented to the instructor by the next class period. Any unexcused absence beyond one absence will result in a loss of 0.5 points for each absence. Arriving late for class or supervision three times or leaving class prior to dismissal will be counted as one unexcused absence. Any absence beyond two unexcused absence will result in a letter grade reduction in the student's overall grade for each day missed (i.e. an "A" would drop to a "B" for the 3<sup>rd</sup> missed class; "B" would drop to a "C" for the 4<sup>th</sup> missed class). Fulfills CO 1-5 and SLO 5, 6, 7, 12, 13, 14 and 16.

### **Clinical Professionalism (15 points):**

In addition to the general professionalism criterion, this criterion addresses the essential elements that are necessary to perform professionally in our field, such as maintaining a presentable workspace, timeliness, dependability, cooperation with co-workers, and professional presentation. These behaviors are developed through the recognition of skills, practice, experience, role mentorship, and evaluative feedback. Emphasizing the importance of these behaviors will strengthen you for your professional roles and will enhance your relationship with co-workers and future employers. As a counselor in training, you are expected to conduct yourself as a professional. In the clinic, this includes (but is not limited to):

- Be on time for your sessions and class.
- End your sessions on time.
- Reserve therapy rooms appropriately (i.e. the play therapy room is for play therapy only, the observation rooms are for relational sessions).
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In general, you are expected to exhibit behaviors and attitudes that are consistent with professional standards in all of your clinical obligations. Counselors in training should consider the ramifications of not abiding by these guidelines in terms of clients' satisfaction with services and respecting your place of employment. Failure to do so may result in a lowered course grade, being reviewed by the faculty, having clinical privileges suspended, or dismissal from the course. Additional action may be taken by the Program if warranted by a student's behavior. Fulfills CO 1-5 and SLO 3, 12, 14, and 16.

**Evaluation Summary:**

<b>Requirements:</b>	<b>Points Possible:</b>
Goals and Expectations	10
Theory of Therapy Paper	25
Theory of Therapy Presentation	25
Participation	15
Professionalism	15
<b>Total</b>	<b>90</b>

Grading: A 100-93% A- 92.9-90% B+ 89.9-87% B 86.9-83% B- 82.9-80% C+ 79.9-77%  
 C 76.9-73% C- 72.9-70% D+ 69.9-67% D 66.9-63% D- 62.9-60% F <59.9%

**Clinical Hours and Practice**

One purpose of practicum is to help you develop your clinical skills. My efforts will be focused on helping you improve as a clinician. You will be evaluated on the quality of your clinical skills and the degree of improvement over the course of the semester. Students are required to have a MINIMUM of 60 clinical hours over the course of the semester (will be flexible over COVID). Students are expected to maintain a client load of 5-8 clients *throughout the semester*. Students are also required to fulfill their ethical and professional responsibility and see clients *throughout the semester, even if they have completed their clinical hours*.

**Measurement Procedure:** Students are required to have a minimum of 60 clinical hours during the semester in order to receive a grade for the class (anything less results in an Incomplete). Students will be evaluated in terms of their ability to integrate theory into their practice, their ability to effectively use supervision, their relationship with co-therapists and colleagues, and their development in terms of the ability assess, conceptualization, and intervene systemically. Evaluation will be primarily based on the categories outlined on the Evaluation Form provided at the end of the syllabus. Fulfills CO 1-5 and SLO 5, 6, 7, 11, 12, 13, and 16.

**NOTE: DURING COVID-19, EXCEPTIONS TO CLINICAL HOURS MAY BE MADE**

## PROFESSIONALISM WITH CLIENTS AND SUPERVISORS IN THE CICFC

This criterion addresses the essential elements that are necessary to perform professionally as a therapist, such as dependability, professional presentation, initiative, empathy, and cooperation. These behaviors are developed through the recognition of skills, practice, experience, mentorship, and ability to accept feedback. Strengthening these skills will enhance your professional role. As a therapist in training, you are expected to conduct yourself as a professional.

\*When in the CICFC, it is important to conduct yourself in a professional way. Professionalism may include, but is not limited to:

1. Come to practicum and supervision prepared for the day's activities. Bring your case files, your Supervision Notes & Client Schedule document, and videotapes to *each* class and supervision.
2. Keep your case files up to date. This means completing progress notes within 24 hours of session. This also means completing your treatment plan after seeing a client for 3 sessions. Record keeping will be done in our EMR, Therasoft. I check your files and paperwork periodically.
3. Record all of your sessions. These recordings are property of the CICFC. You, your supervisor and your practicum are the only individuals permitted to view these recordings. Recordings are to be stored in the CICFC.
4. Hand in your assignments on time. Late work will not be accepted unless other arrangements have been made with the instructor. Failure to submit to complete assignments on time will negatively affect your grade.
5. Complete and turn in your clinical hour sheets.
6. Regularly check and respond to emails on your UNLV email.
7. Adhere to the CICFC dress code for therapists (business casual). Traditionally the term business casual indicates that men are not required to wear suit jackets, and that slacks, a shirt and tie are sufficient. In today's world, usually business casual dress includes business slacks, skirts (about knee length), collared shirts, ties, lace up shoes for men, flats or heels for women. Clothing items that are not included in business casual dress are: jeans, shorts of any kind, workout clothing (yoga pants, leggings, sneakers) flip flops, tight clothing, see-through clothing, revealing clothing. Please see the Policies and Procedures manual if you have questions.
8. Inform your practicum supervisor, the clinic director, the on-site supervisor and the student worker who is on duty that evening if you are unable to maintain your scheduled appointments. Please follow the procedures outline in the Policies and Procedures manual for managing this.
9. Interact with colleagues, student workers, faculty and clients respectfully. This includes conversations in the CICFC lounge, workroom, and interactions with fellow therapists.
10. Observation of sessions is limited to our practicum only. Please do not loiter behind the one-way mirror to observe sessions. Any observation should be pre-arranged with your supervisor or the on-site supervisor.
11. If you have any concerns about a client situation, please err on the side of asking the on-site supervisor.

**Measurement Procedure:** Professionalism includes, but is not limited to, the following behaviors: Come to class on time and prepared for the day's activities, present yourself in a manner that honors the profession and that is accepted by clients, faculty, and employers, abide by CICFC and class policies and procedures, accept and apply feedback from faculty, adhere to deadlines, regularly check and respond to emails from the course instructor and CICFC director, refrain from using your cell phone during class (this includes looking at it), complete your assigned readings by the date they are due, refrain from engaging in disruptive behaviors while in class (i.e., side conversations with peers). In general, you are expected to exhibit behaviors and attitudes that are consistent with professional standards in all of your interactions. Please be advised that the above guidelines apply not only to our class, but your work in the CICFC. When you are working in the CICFC, you should aim to conduct yourself in this way. Please know the faculty are in constant conversation and contact regarding student professional development.

Any deviation from the policies and procedures manual, including in the area of professionalism, will result in a reduced grade, probation, and/or separation from the program. Please review the grading scale to determine how many points will be deducted from your class total.

#### **ADDITIONAL POLICIES:**

At the completion of each month, students must provide their clinical/supervision hours log for me to sign. Students must give one copy to the Departmental Office *NO LATER than the 15<sup>th</sup> of the month*, one copy to their supervisor, and keep the original for their records. I would personally prefer to have your hours by the 5<sup>th</sup> of every month. Students are required to carry malpractice/liability insurance. Copies of proof of insurance **MUST** be on file at the Center.

**Failure to do so may result in a lowered course grade, being reviewed by the faculty, having clinical privileges suspended, or dismissal from the course.**

#### **EVALUATION/GRADING GUIDELINES:**

1. Students will receive on-going evaluation throughout the semester.
2. Formal evaluation will use the UNLV MFT Practicum Evaluation Form (provided at the end of the syllabus) and course assignments.
3. Student's grades will be determined by their clinical competence as determined with the MFT Practicum Evaluation Form, completion of the assignments, and adherence to the expectations and policies as outlined above.
4. Students will also provide feedback on the supervisor/supervision experience. The form is provided at the end of the syllabus.
5. **Grades:** A grade of "A" will be given to work that is consistently excellent and/or shows exceptional development over time. A grade of "B" is given to work that is acceptable and adequate and shows acceptable improvement over time. A grade lower than a "B" will be given to substandard, unacceptable, or poor work, or work indicating a lack of development over time. Plus and minus grades are also given.

## PERSONAL CRITERIA:

As a counselor in training, you are constantly being evaluated for your fitness for this profession in every class. This evaluation is subjective and based on your class participation, evaluation of other assignments, interpersonal interactions with other students and clients, if appropriate, etc. Students who do not meet the following criteria may have their grade reduced in the course, be administratively dropped or “red flagged” for a discussion by the faculty as a whole. The following criteria are used in this evaluation: 1) being empathic; 2) being genuine; 3) being accepting; 4) being open minded and non-dogmatic; 5) being self-reflective and having an internal locus of control; 6) being mentally healthy; 7) being capable of building alliances; 8) being competent in knowledge and skills. (Neukrug, E. (1999). *The World of the Counselor*. Pacific Grove, CA.: Brook/Cole.)

## Ethical Behavior:

Students will abide by the American Association of Marriage and Family Therapy (AAMFT) Ethical Guidelines – see [www.aamft.org/resources/LRMPlan/Ethics/ethicscode2001.asp](http://www.aamft.org/resources/LRMPlan/Ethics/ethicscode2001.asp) There are eight guiding principles – 1.) Responsibility to Clients, 2.) Confidentiality, 3.) Professional Competence and Integrity, 4.) Responsibility to Students and Supervisees, 5.) Responsibility to research Participants, 6.) Responsibility to the Profession, 7.) Financial Arrangements, 8.) Advertising. It is your responsibility to be familiar with the guidelines and principles. Ethical violations are serious and may lead to disciplinary action, which could lead to separation from the counseling program.

## UNIVERSITY POLICIES

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The University requires that final exams given at the end of a course occur on the date and at the time specified in the Final Exam schedule. The Final Exam schedule is typically available at the start of the semester, and the classroom locations are available approximately one month before the end of the semester. See the [Final Exam Schedule](#)

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telephone 702-895-3908. Students are requested to bring to their apT8\*0

**Note:** This syllabus is prepared as a guideline for the course. It is *not* a contract between the professor and student, and the professor reserves the right to modify the syllabus as necessary (i.e., extend or limit discussion on a topic, add additional assignments or readings, subtract assignments or readings, etc.). Students will be notified promptly of any changes.

Name: \_\_\_\_\_ Semester: \_\_\_\_\_

Considering your feedback on evaluations from the previous semester(s), what are your three main goals for this semester?

**Goal 1 (2 pts for well-defined goal):**\_\_\_\_/2

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**Goal 2 (2 pts for well-defined goal):**\_\_\_\_/2

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**Goal 3 (2 pts for well-defined goal):**\_\_\_\_/2

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**What are your clinical strengths? (2 pts for well-defined strengths):**\_\_\_\_/2

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**What are your clinical growth areas? (2 pts for well-defined strengths):**\_\_\_\_/2

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