



College of Psychology and Counseling
Marriage and Family Therapy Program Handbook
2024-2025

Hope International University

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2500 E. Nutwood Ave. Fullerton, CA
92831

Phone: 714-879-3901

Letter from the Chair

Welcome to the Marriage and Family Therapy (MFT) Program! We are excited to be part of your higher education journey. Graduate school can be difficult to navigate; this handbook is designed to help you gain a clear understanding of the processes and procedures of the MFT Program.

The MFT Handbook is your guide to the Master and Doctoral degrees in Marriage and Family Therapy. It will take you through the academic and clinical requirements for graduation and address questions you may have about the process. In addition to this handbook, become familiar with:

- [HIU Catalog](#) (for [the year that you began your program at HIU](#))
- HIU Student Handbook
- [Graduate and Online Handbook](#)
- Board of Behavioral Sciences Statutes and Regulations
- Client Simulation Handbook
- Comprehensive Case Presentation Assessment Instrument and Guide
- Dissertation Handbook

We want to stay in touch with you throughout your time in the program. Memos, announcements, and essential information are delivered to you through your HIU email and your student mailbox, which is located in the Wilson Graduate Lounge. Your student portal is where you will log in to register for classes each semester, receive financial aid information, and stay up to date on your student account. This account, along with your student email account (firstname.lastname@hiu.edu), should be checked a couple of times a week, as these will be the primary means of communication throughout your time in the program.

Your journey in this program and throughout your time as a clinician is important to us. We want to support and guide you through this time.

Please contact us with questions and/or concerns.

Sincerely,



Susan Hastings, PsyD
Program Director/Chair
Marriage and Family Therapy Program
College of Psychology and Counseling
Hope International University

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Introduction to the Marriage and Family Therapy Program

Program Overview

The MFT program is housed in the College of Psychology and Counseling and strives to promote and develop excellence through innovative and integrated curriculum which supports academic rigor, research, renowned clinical training, faith integration, and engagement in the professional community. The program creates an environment that allows mentoring relationships between faculty, staff, and students, encouraging personal and professional growth, and providing insight for equipping compassionate professionals.

The Master of Arts in Marriage and Family Therapy (MFT) program provides academic and clinical training for a career as a professional marriage and family therapist. Students are trained to treat relational mental health issues with individuals, couples, and families from a systems perspective. Licensed marriage and family therapists work in various settings, including hospitals, clinical/social service agencies, churches, educational institutions, and private practices.

The 60-unit MA program is designed to integrate both theory, practice, and research, grounded in Christian principles. The core curriculum focuses on academic research, theory, and clinical training. The faculty provides a rich, collaborative educational experience through mentorship, professional development, and dedication to student success.

In addition to academic course requirements, students acquire a practicum site placement where they undergo real-world training experiences with diverse clientele. Practicum supervisors have met rigorous supervision standards set forth by COAMFTE.

Preparing qualified doctoral-level marriage and family therapists falls within the scope of *Hope International University's* mission. Two of Hope's core values are "to equip servant leaders in their chosen professions to change the world for Christ in contextually appropriate ways" and "to conduct research in order to act as a change agent in communicating the relevance of the Gospel." Adding a doctorate in MFT demonstrates HIU's ongoing commitment to those values by opening new doors for service in the mental health community and beyond by encouraging a higher level of research scholarship.

The MFT program at Hope International University accepts students from around the world and dedicates training students to work with diverse populations. The MFT program is dedicated to providing students with knowledge and skills fostering professionalism to respect people indiscriminate of race, religious creed, color, gender, national origin, or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, pregnancy, childbirth or related medical conditions, or any other status protected by federal, state, local law, ordinance or regulation. All such discrimination or harassment is unlawful and is not tolerated. Further information is provided in the university catalog.

University Mission

Hope International University's mission is to empower students through Christian higher education to serve the church and impact the word for Christ.

College of Psychology and Counseling Mission

The mission of the College of Psychology and Counseling exists to provide innovative and relevant programs and scholarship, which integrate Christian faith and promote professional development and servant leadership in the area of psychology, counseling, and human development.

Program Mission

The Marriage and Family Therapy Program (MFT) develops multiculturally informed, ethically competent therapists, grounded in Christian principles, to join with families in identifying life challenges, empowering the restoration of broken bonds, and cultivating healthy and satisfying relationships.

Program Goals and Student Learning Outcomes

The following are Program Goals and Student Learning Outcomes (SLO) defined by the MFT program.

Program Goal 1. Knowledge: Students will be able to demonstrate essential knowledge (1) of systemic theory and the principles of marriage and family therapy, (2) related to clinical case conceptualization, diagnosis, intervention, and the use of community mental health resources, and (3) to write and articulate their personal theoretical model for therapy.

Student Learning Outcome 1.1: Students will articulate a theoretical and conceptual systems framework and personal therapeutic approach for marital and family issues.

Student Learning Outcome 1.2: Students will demonstrate knowledge and application of key concepts related to systems thinking, contextual factors, human development, psychological, social, biological, and spiritual factors affecting human relationships.

Student Learning Outcome 1.3: Students will demonstrate awareness of issues of diversity and practice multiculturally informed family therapy.

Student Learning Outcome 1.4: Students will demonstrate an understanding of the theoretical complexity of change within relationships and how this complexity informs research (DMFT).

Program Goal 2. Professionalism: Students will be able to demonstrate skills that reflect high standards of professionalism and commitment to ethical and professional behavior consistent with the standards of marriage and family therapy and Christian principles.

Student Learning Outcome 2.1: Students will demonstrate personal qualities and behaviors including integrity, sensitivity, flexibility, insight, compassion, and personal presence consistent with the practice of marriage and family therapy.

Student Learning Outcome 2.2: Students will demonstrate an understanding of ethical and legal standards in marriage and family therapy.

Student Learning Outcomes 2.3: Students will contribute to the global community through community service to underserved and marginalized communities.

Student Learning Outcomes 2.4: Students will contribute to the field of marriage and family therapy through professional presentations, research, or clinical training (DMFT).

Program Goal 3. Clinical: Students will demonstrate clinical skills and the ability to apply effective therapeutic techniques to meet the diverse needs of individuals, couples, and families.

Student Learning Outcome 3.1: Students will use appropriate clinical and family systems-oriented language in oral and written communication.

Student Learning Outcome 3.2: Students will identify and incorporate into treatment psychological, biological, social, and spiritual factors that influence relationships.

Student Learning Outcome 3.3: Students will demonstrate a comprehensive understanding of the value of multicultural perspectives and their impact on the therapeutic process.

Student Learning Outcome 3.4: Students will be able to identify and apply Christian principles to the practice of marriage and family therapy.

Student Learning Outcome 3.5: Students will develop a specialized clinical area grounded in research at an advanced level of intervention and understanding (DMFT).

Program Goal 4. Research: Students will be able to conduct and evaluate research to ensure high standards of therapeutic application and contribute to the field of marriage and family therapy.

Student Learning Outcome 4.1: Students will demonstrate knowledge of current trends and research methods in marriage and family therapy.

Student Learning Outcome 4.2: Students will conduct and critique research that directly impacts the practice of marriage and family therapy.

Student Learning Outcome 4.3: Students will prepare and disseminate research through various activities (DMFT).

Student Recruitment

Graduate recruiters and admissions representatives employ various methods to recruit students, including lead generators, recruitment events, and word-of-mouth referrals. The university ensures diversity in recruitment efforts by hosting events in diverse locations where recruiters engage with students of all ethnic backgrounds, socio-economic statuses, abilities, and lifestyles. Recruitment events are held at universities across Southern California, including Orange, Los Angeles, San Bernardino, Riverside, and Ventura counties, with occasional attendance at events in other cities and states.

Every student expressing interest in the Marriage and Family Therapy program receives follow-up contact from the program recruiter via phone calls, text messaging, and email. There is no discrimination based on ethnicity, gender, socio-economic status, ability/disability, or language. The program also welcomes students from around the world on F-1 visas to participate in the MFT program, having had international students from various countries across all continents. Faculty, staff, and the MFT Academic Coach are sensitive to the needs of international students, especially regarding language barriers, and provide necessary resources and assistance.

The admissions and selection process for the program is uniform for all applicants, irrespective of their community background. There are no distinctions in requirements, privileges, or opportunities provided to applicants. Students who do not meet GPA requirements can explain their circumstances and meet individually with the Program Director during their interview before an admission decision is made. The only variations in admissions requirements pertain to international students, as mandated by law, not by the program or university. However, all international applicants are evaluated equally without discrimination based on their country of origin.

Admission Requirements

Applicants seeking entry into the MFT program must apply for admission to the Graduate and Online Admissions Department. They must provide official transcripts for all college-level coursework, with a minimum grade point average of 3.0 required for undergraduate work. Additionally, applicants must submit two letters of recommendation for the MA program and three for the DMFT program, along with a comprehensive career statement (instructions for which may be obtained from the Admissions Department). Full instructions for the application process are available through the Graduate Admissions office or online at www.hiu.edu.

Once all application materials are completed, the MFT admissions committee reviews each prospective student's file before the initial contact for a faculty interview. Viable candidates proceed to an extensive on-campus personal and/or group interview with an MFT faculty member.

Students with a GPA lower than 3.0 must submit a letter explaining their viability for entry into the MFT program. Probationary acceptance may be granted if other factors indicate the applicant's ability to successfully complete the program. The probationary status will be removed once the student has successfully completed nine semester units with a 3.0 GPA or higher.

Policy on Harassment and Non-Discrimination

Hope International University is committed to providing a work environment free of unlawful discrimination and harassment. University policy prohibits harassment and discrimination based on pregnancy, childbirth or related medical conditions, race, religious creed, color, gender, national origin, or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, socioeconomic status (SES) or any other status protected by federal, state, local law, ordinance, or regulation. All such discrimination or harassment is unlawful and will not be tolerated.

The University's anti-discrimination and harassment policy applies to all persons involved in the operation of the University and prohibits unlawful harassment or discrimination by any student, employee, supervisors and managers, vendors, customers, and any other persons. Non-discrimination is also regarding recruitment, admission, codes of conduct, hiring, retention, or dismissal of students, faculty, and supervisors or other relevant educators and/or staff. Discrimination and harassment based on the perception that a person possesses the characteristics of, or belongs to, a legally protected status or class of persons is unlawful. Similarly, harassment based on a person's association with a person who has, or is perceived as having, the characteristics of, or who belongs to a legally protected status or class of persons is unlawful (HIU Catalog, 2019-2012, p. 28-29). See HIU Catalog page 29 for a complete listing of law and regulations HIU operates in compliance.

Religious Organization Exemption Disclosure

Hope International University is an educational institution that serves a religious organization, the Churches of Christ, and Christian Churches, which takes seriously anti-discrimination provisions under federal and state law and is committed to providing a learning and living environment that promotes student safety, transparency, personal integrity, civility, and mutual respect. Hope International University is also exempted by the state from California Education Code 66270 to the extent the application of California Education Code 66270 is not consistent with the institution's religious tenets.

The exemption may apply to, but is not limited to, requirements as expressed in university policies including the Student Code of Conduct, housing policies, mission statement, and University Catalog. We retain all rights afforded to us under the federal law and the laws of the State of California.

Hope International University has not applied for the regulatory exemption under Title IX, 34 C.F.R. section 106.12 but the Title IX statutory exemption provided by Congress, see 20 U.S.C. section 1681(a)(3), is self-executing. As an educational institution that serves a religious organization, Hope International University is entitled to that statutory exemption to the extent the application of Title IX is not consistent with the institution's religious tenets.

Federal civil rights laws make it unlawful to retaliate against an individual for the purpose of interfering with any right or privilege secured by these laws. It is unlawful for the University to retaliate against an individual for bringing a concern about a possible civil rights problem to the University's attention. It is also unlawful to retaliate against an individual because he or she made a complaint, testified, or participated in any manner in an Office of Civil Rights investigation or proceeding. Thus, once a student, parent, teacher, coach, or other individual complains formally or informally to the University about a potential civil rights violation or participates in an Office of Civil Rights investigation or proceeding, the recipient is prohibited from retaliation (*including intimidating, threatening, coercing, or in any way discriminating against the individual*) because of the individual's complaint or participation.

Prohibited unlawful harassment or discrimination includes, but is not limited to, the following behavior:

- Treating a person differently, on any of the basis listed in the paragraph above, with respect to using, accessing, or benefiting from the University's educational program. Example: The University may not subject students or employees to different standards of conduct in connection with a disciplinary matter on any of the basis listed above.
- Verbal conduct such as epithets, derogatory jokes or comments, slurs on any of the basis listed above, unwanted sexual advances, graphic verbal commentaries about an individual's body, sexually or otherwise degrading words used to describe an individual on any of the basis listed above, suggestive or obscene letters, notes, or invitations or comments.
- Visual displays such as derogatory posters, photography, cartoons, drawings, or gestures on any of the basis listed above.
- In the case of sexual harassment claims, physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of gender, race, or any other protected basis.
- In the case of sexual harassment claims, threats and demands to submit to sexual requests as a condition of appointment, admission, academic evaluation, or administrative consideration in return for sexual favors; submission to or rejection of such conduct is used as a basis for a personnel decision, an academic evaluation, or administrative consideration affecting an individual, and retaliation for reporting or threatening to report harassment. (HIU Catalog 2018-2019, p. 27-28)

Learning Environment

Community standards are in place to create an environment conducive to learning and personal growth, both in ground-based classes and online. Such standards include a professional instructional climate and a classroom environment that promotes positive learning experiences. Students are encouraged to conduct themselves professionally, whether face-to-face or online, with respect for fellow students and faculty. The University reserves the right to act in situations where student behavior violates established policy, detracts from the ability of students or faculty to function effectively in the learning environment, or is disruptive of the teaching-learning process. Such action may include disciplinary procedures issued by the faculty or may lead to suspension from class or expulsion from the University.

Only regularly enrolled students may attend classes unless advance permission is secured from the instructor and the University administration.

Out of respect for the instructor and one's classmates, students should silence cell phones during on- ground class sessions. Students may make telephone calls during class breaks (HIU Catalog 2018-2019, p. 34).

California Board of Behavioral Sciences (BBS)

The MFT degree meets the educational requirements of the Board of Behavioral Sciences (BBS) in California, including the requirements of the Business and Professions Code, Section 4980.37, .38, .40, and .41. With the approval of the BBS, graduates may sit for their licensing examination upon the completion of 3,000 supervised hours. Students seeking licensure are responsible for knowing and complying with the Board's licensing requirements. Students are advised to contact the BBS directly:

Admission to and/or completion of the Master of Arts in Marriage and Family Therapy at Hope International University does not certify or guarantee eligibility for licensure as a Marriage and Family Therapist in California. Any past arrest may disqualify a student from the licensing process as determined by the Board.

Board of Behavioral Sciences
1625 North Market Street, Suite S-200
Sacramento, CA 95834
(916) 574-7830
<https://www.bbs.ca.gov/>

Commission on Accreditation of Marriage and Family Therapist Education (COAMFTE)

The Marriage and Family Therapy Master's program at Hope International University is accredited by the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE) of the American Association for Marriage and Family Therapy (AAMFT). The MFT Program at HIU is one of seven COAMFTE-accredited MFT programs in California, providing benefits to students such as quality education, license portability, job eligibility, and loan reimbursement program eligibility. Further information can be found at the [COAMFTE](#) website.

American Association of Marriage and Family Therapy
112 S. Alfred Street
Alexandria, VA 22314
(703) 838-9808
Fax: (703) 838-9805
www.aamft.org

International Accreditation Commission for Systemic Therapy Education (IACSTE)

The International Accreditation Commission for Systemic Therapy Education (IACSTE) has granted Hope International University's Marriage and Family Therapy program accreditation for a three (3) year period. The Commission's accreditation process requires programs to meet its standards in the following five areas: Theoretical Foundation, Research Methodology, Ethics and Related Professional Issues, Personal Development, and Clinical Skills Development.

The International Family Therapy Association (IFTA) is dedicated to supporting the work of MFTs overseas and training practitioners around the world to deliver culturally appropriate family-based services. The International Family Therapy Association provides international conferences to promote, strengthen and improve the quality of family therapy, the quality of relationships within families and to promote peace within our world. IFTA works collaboratively with other professionals and organizations to promote continuing education in the development of quality standards for marriage and family therapy for professionals performing family therapy to better assist families in the communities in which they serve. IFTA publishes the Journal of Family Psychotherapy and sponsors the World Family Therapy Congress, an international conference of family therapy researchers and practitioners.

The International Accreditation Commission for Systemic Therapy Education (IACSTE)
Marriage & Family Counseling Service Room
512 Safety Building
Rock Island, IL 61201 USA
(309) 786-4491
Fax: 309-786-0205
www.ifta-familytherapy.org

Student Resources and Information

HIU Email

All correspondence from the university will be sent to your HIU email account. This includes correspondence from staff, professors, Student Financial Services, Student Accounts, Academic Coach, and other important communications that require student attention. It is important to ***check your HIU email account daily***. **HIU email is located at mail.hiu.edu**. Students are expected to correspond to the university utilizing an HIU email or CANVAS.

If you are having problems with your student email account, contact the IT Help Desk at (714) 879-3901 ext. 2607 or email them at ithelpdesk@hiu.edu.

Student Portal

The [Student Portal](#) is located at my.hiu.edu and clicking on “Student Portal Homepage”. The login information for the Student Portal is the same username and password created when the student first applied online. This information was emailed when the student first set up that application account. (Note: usernames are typically formatted as ‘*first.last*’.) The Student Portal is the central location for all student information. There, students can view schedules, grades, account balances, make payments online, verify financial aid has been applied and more. This is also where students will register for classes.

If you are having problems with your Student Portal, contact your Academic Coach.

CANVAS

Canvas is an online platform for Hope International University where students have a course shell for each course they have registered for per semester. Students can log into [CANVAS](#) one week before classes begin to review the course syllabus and other course resources. View the tutorials and become familiar with the online classroom environment. Online courses are conducted completely through this site, but each on ground course also has course shells, which will provide students with handouts, memos, grades, and other valuable information for the course.

Contact DLT@hiu.edu if there is trouble with logging in.

The MFT program has a setup in Canvas, titled ***MFT Orientation and Resources- Updated***. All students have access to this resource. The following items are in the Files section of the Canvas shell and students should become familiar with them.

1. Client Simulation Handbook
2. Comprehensive Case Presentation Handbook
3. MFT Student Program Handbook
4. Dissertation Handbook (DMFT)
5. APA Resources

If you are having problems with the Canvas system, please follow the help topics on the website. You may also contact the Canvas support hotline 24 hours a day (855) 692-6720 or dlt@hiu.edu. This information is under the “Help” tab once you have logged in.

Watermark Student Learning and Licensure

Watermark is a software program used to gather assessment data for the program improvement and student portfolios. The assignment for assessment is noted below in the Assignments section. Please upload the assignment noted below into Watermark for assessment.

Log in Website: sll.watermarkinsights.com

Log in credentials: Student Email Log in password: Student ID Number

*NOTE: DLT does not have any oversight of Watermark, please do not contact them for help with Watermark, please contact the Clinical Training Director or the Program Director for help.

Bookstore

Students are responsible for obtaining their own textbooks and classroom materials from the HIU bookstore. The HIU bookstore is located in the Student Center on the Fullerton Campus or online at www.hiu.edu. If you need further assistance, call our bookstore at (714) 992-5911. The Hope International Bookstore is part of the Follett Bookstore network [www.http://www.bkstr.com/pcc-hopeintlstore/home](http://www.bkstr.com/pcc-hopeintlstore/home) efollett.com.

What does this mean to you?

- You can shop the Hope International Bookstore through www.efollett.com, where you will find a list of the required texts for each course, along with simple instructions for making purchases. The bookstore and eFollett have the largest selection of used books anywhere!
- You can select your textbooks by course and have them shipped to your door or save the shipping costs by picking them up at the HIU bookstore on the main campus.

How to Order Books

To order your books online, please follow these instructions:

- Go to www.hiu.edu
- Click on the **Bookstore** link in the “**Current Students**” tab (the bookstore site will open)
- Click on “**Textbooks & Course Materials**” under the “**Books**” menu
- Program: **Traditional Undergraduate, Graduate (Masters)**
- Semester: **Summer 2023 (i.e. whatever semester you are purchasing textbooks for)**
- Department: (i.e. PSY)
- Course Number: (i.e.6995)
- Section: (i.e. A, B, C, etc.)

* *Refer to your schedule for Department and Course codes—these codes are for demonstration purposes.*

If you know you have an excess balance and plan to use your student loans to pay for your books, please view the Student Financial Services (Student Accounts) section of the One Stop Guide, which you received at New Student Orientation.

Library

The mission of the Hugh and Hazel Darling Library is to “serve the information and research needs of the Hope International University community by providing access to information resources and developing information literacy for lifelong learning.” A wide range of books, eBooks, databases, journals, articles, and research tools can be accessed at <http://library.hiu.edu>. If additional assistance is needed, you may contact a librarian directly by email at darlinglibrary@hiu.edu, by clicking “Chat with a Librarian” on the library homepage, or by calling (714) 879-3901, ext.1234.

Psychotherapy.net Video Streaming

Psychotherapy.net produces and distributes high quality training videos in the field of psychotherapy. Additionally, they publish Articles, Interviews, Blogs, and Cartoons (all free of charge). Students can view video sessions and listen to master psychotherapists discuss their thoughts behind their interventions. Videos also capture the critical non-verbal aspects of therapy, including body language, facial expression, tone of voice, and the rhythm of the therapist-client interaction.

To access psychotherapy.net videos:

1. Log into the HIU library website- <http://library.hiu.edu/>
 - NOTE: Students will be prompted to enter their university username and password (same as your HIU email) to access the videos.
2. Search for “psychotherapy.net videos.”
 - Research Databases (a.k.a., “Find Articles”)
 - Alphabetical listing under P for Psychotherapy.net (<http://library.hiu.edu/search/databases/alpha/p>)
 - Subject listing under Psychology (<http://library.hiu.edu/search/databases/psychology>)
 - LibGuides

Psychology Guide (<http://libguides.hiu.edu/psychology>) – See Research Databases tab.

Accommodations

Students have the right to accommodation for documented special needs via the office of Dr. Karen Clark, HIU Student Success Coordinator. This office is on the 3rd Floor of the Nutwood Academic Building, #304. Phone number: 714-879-3901 ext. 1263, Email: kmclark@hiu.edu

Portability of Degree

This program’s sequence of courses and supervised clinical training intend to assist professionals in meeting the educational requirements for licensure as a Marriage and Family Therapist (LMFT) in California. LMFT requirements vary by state. Through individualized advising, students will work with the program to plan their curriculum to meet the criteria for the specific state/s where they intend to practice. Although the program is COAMFTE accredited, the portability of the degree for licensure is determined by each state; therefore, working closely with the program if you plan to move to another state is imperative. Graduation from this program does not automatically guarantee licensure in other states.

For more information on the Portability of Degree and to see what each state requires, go to: [AAMFT Professional License Portability](#)

Student Grievance Policy

Grievance Overview

Hope International University has established a grievance process to provide students with a formal mechanism for review and adjudication. The university aims for a just resolution of student grievances through this procedure. Grievances related to violations of student conduct standards are governed by the Student Handbook. All other academic or non-academic grievances are governed by the policies outlined in this section of the catalog.

A grievance should only be filed after exhausting all informal avenues for resolving the issue. In academic matters, student concerns regarding course curriculum, policies, delivery, or grading should first be addressed with the course professor. Unresolved issues with the professor's behavior or unresolved concerns should then be directed to the department chair, and if necessary, escalated to the College Dean. For non-academic concerns, students should contact the appropriate university department manager, or escalate further to the supervising university Vice President. If informal attempts fail to resolve the issue, a formal grievance may be filed if there is justifiable cause. Justifiable cause includes any act perceived by the student as adversely affecting them, whether it is perceived as prejudicial or capricious action by any university faculty or staff member, or as an arbitrary or unfair imposition of sanctions.

To initiate a grievance, the student must submit a written statement detailing the nature of the grievance, the evidence supporting it, and the desired resolution. Academic grievances should be submitted to the Vice President for Academic Affairs, while non-academic grievances should be directed to the Vice President for Student Affairs. Specific guidelines for preparing grievance documents are outlined below. The Vice President receiving the grievance will convene a Grievance Committee, which will follow the procedures outlined in the Grievance Procedure section detailed in the HIU Catalog, page 81. For additional details on the Student Grievance Procedure, refer to pages 81-83 of the HIU Catalog.

Student Retention

Every student in the Marriage and Family Therapy program has access to an Academic Coach (AC) who supports them from application through graduation. A significant aspect of the AC role is ensuring that students will progress through the program successfully resulting in graduation. Regular monitoring and communication between the AC and students enhance student success. Additionally, MFT Program staff and faculty provide professional mentoring, collaborative support in courses and clinical training, and ongoing management of degree requirements.

Alumni Survey

The MFT Program values staying in touch with our alumni and seeks updates regarding licensure process/status and employment status. Each year, alumni will receive a survey requesting 1. employer information and 2. current employment status. Prompt completion of the survey is appreciated. This information is essential for meeting the reporting requirements for COAMFTE accreditation, allows a maintained connection, and fosters ongoing collaboration.

Commencement Ceremonies

Commencement ceremonies are held twice each year, in May and December, to honor and recognize all graduates from the previous six months.

Position Descriptions

The MFT program staff can assist students during their time in the program to ensure clear and complete communication of program expectations and standards. Staff and faculty will assist students in process, procedures, and policies according to the MFT Handbook, HIU Catalog, BBS Statutes and Regulations, and COAMFTE Version 12.5 Standards.

Chair/Program Director

The MFT Chair/Program Director oversees and ensures compliance of educational standards for the Marriage & Family Therapy Program according to COAMFTE, BBS, and WASC. The Chair/Program Director is responsible for the development, management, and oversight of all aspects of the program, which includes, but is not limited to curriculum, clinical training, faculty development, and assessment of educational outcomes to enhance the program.

Program Coordinator

The MFT/DMFT Program Coordinator works to strengthen and maintain MFT community by writing our newsletters, coordinating community events like holiday parties, welcome back celebrations, and faculty appreciation events. The Program Coordinator works to strengthen the voice of MFT through the role of faculty advisor of Delta Kappa Rho and assists with mentoring students to enhance their professional development, clinical skills and increase proficiency in growth areas.

Clinical Training Director

The MFT Clinical Training Director oversees and ensures compliance of clinical standards for the Marriage & Family Therapy Program according to COAMFTE, BBS, and WASC. The Clinical Training Director is responsible for the development, management, and oversight of all aspects of clinical training, which includes, but is not limited to clinical training curriculum, clinical training sites, advance to practicum, and the verification of the program's clinical requirements.

Clinical Training Coordinator

The Clinical Training Coordinator collects and maintains the students' practicum site paperwork, including the Four-Way Clinical Training Site Agreement and end of semester paperwork, and assists with mentoring students to enhance their clinical skills and increase proficiency in clinical growth areas.

Clinical Training Assistant

The Clinical Training Assistant oversees the Hope Counseling Center, which is an on-site community agency that promotes a private practice feel with excellent resources for developing clinical skills of the highest quality.

Academic Coach

The Academic Coach begins making appointments with students before admission until they graduate. Appointments are tailored to meet students' individual needs and provide them with the resources and support that is specific to them. The Academic Coach works with students to encourage them and provide resources to help students succeed, which may include formulating educational plans, helping set goals and keeping students accountable for reaching those goals.

Faculty

The MFT program faculty represents a wide variety of therapeutic approaches and is actively involved in Teaching, Scholarship, Service, and Practice related to the profession of marriage and family therapy. Annually faculty complete the Faculty Development Plans, which outline the work in the previously listed areas. The plans are provided to the Dean of the College and to the Chair/Program Director. Faculty is encouraged to maintain an active role in student learning outcomes development, assessment, and implementation of program standards. Faculty is required to adhere to policies and responsibilities according to the faculty contract and faculty handbook. For MFT faculty biographies please see the HIU website at www.hiu.edu, search “MFT faculty.”

Supervisors

MFT faculty, who are AAMFT Approved Supervisors or AAMFT Supervisor Candidates, supervise students within their practicum courses. Additionally, an on-site supervisor at the students' practicum site provides weekly supervision.

Delta Kappa Representatives

Delta Kappa Representatives oversee the functioning of Hope International University's Chapter of the Delta Kappa International Marriage and Family Therapy Honor Society. These duties include recruiting prospective members, executing induction ceremonies, and coordinating professional development events such as workshops and networking opportunities. Representatives also serve as active participants during Faculty and Staff meetings, voicing the questions, concerns, and perspective of the student body.

Students

MFT students represent a diverse population from different states and countries, as well as a wide variety of racial and ethnic backgrounds. Students are encouraged to learn through hands-on experiences in the classroom, in clinical training sites, and through networking to complete their professional development hours. MFT staff and faculty closely mentor students to help them successfully complete the MFT program.

Governance

Governance in the MFT Program consists of the Dean, Program Director, Clinical Training Director, Program Coordinator, Clinical Training Coordinator, Faculty, Supervisors, Staff, and Students. The program values the perspectives and feedback from each member and aims to use this input for continuous improvement.

Bi-weekly staff meetings, which include the Program Director, Clinical Training Director, Program Coordinator, Clinical Training Coordinator, full-time Faculty, Hope Counseling Center Coordinator, and Delta Kappa Representatives, are held to ensure clear communication and facilitate program enhancement. Additionally, the program conducts faculty meetings twice a year, before the Fall and Spring semesters. All faculty and Delta Kappa Representatives are invited to these meetings, where the program reviews data and uses it to drive improvements.

Professional Associations

American Association for Marriage and Family Therapy (AAMFT)

The *American Association for Marriage and Family Therapy* (AAMFT) is the professional association for the field of marriage and family therapy. The cost to become an AAMFT Student member is \$99.00. As a member, you will receive a subscription to Family Therapy Magazine and the quarterly Journal of Marital and Family Therapy (JMFT).

112 South Alfred Street Alexandria, VA 22314-3061
 Phone: (703) 838-9808
 Fax: (703) 838-9805
www.aamft.org

The California Association of Marriage and Family Therapists (CAMFT)

Students can join the California Association of Marriage and Family Therapists (CAMFT), which is the state professional organization for MFT's. The membership cost is \$95.00 per year for pre-licensed members, and student members receive CPH & Associates Malpractice Insurance built into this cost. Members also receive CAMFT's bimonthly magazine, *The Therapist*, as well as legal consultation.

7901 Raytheon Road San Diego, CA 92111-1606
 Phone (858) 292-2638
 FAX (858) 292-2666; TDD (858) 292-2650
www.camft.org

OC-CAMFT (Orange County Chapter)

CAMFT has twenty-eight chapters throughout the state to serve the interests of members in various geographic areas. The membership cost is \$30.00 (\$40.00 after January 31st for pre-licensed members.) Participation in a Chapter can provide an opportunity to connect with professionals. Information about the local Chapter in your area will be sent after CAMFT membership is processed.

P.O. Box 7200 Costa Mesa, CA 92626
 (714) 556-7129
www.occamft.org

The International Marriage and Family Therapy Honor Society, Delta Kappa

[Delta Kappa, The International Marriage and Family Therapy Honor Society](#) is such an institution for the profession of marriage and family therapy and has three primary aims. The first aim is to train emerging leaders in marriage and family therapy to assume the mantle of leadership in the profession. The second aim is to provide a structure for developing scholarly forums that present cutting-edge research and theory on marriage and family therapy to practitioners at the local, state, regional, national, and international level. The third aim is to recognize and promote the achievements of marriage and family therapy clinicians and scholars.

- To qualify a student must achieve and maintain a 3.75 GPA. Membership for the Rho chapter is a one-time fee of \$100.00.

Delta Kappa: Rho Chapter

Hope International University's Marriage and Family Therapy (MFT) program proudly established and inducted an inaugural group of 67 faculty, students, and alumni into the Rho Chapter of Delta Kappa, the International Marriage and Family Therapy Honor Society in 2016. The Rho chapter commits to the following objectives.

1. Enhance the University mission statement to empower students through Christian higher education to serve the Church and impact the world for Christ.
 - a. Servant leadership
 - i. Attend New Student Orientation, MFT Career Night, Practicum Fair, and other events deemed necessary as decided by the members and faculty advisor.
2. Give back to our community by donating time and effort to MFT community causes.
 - a. Coordinating charitable events such as community walks and outreach.
 - b. Managing student concerns through an anonymous comment drop-box
3. Provide opportunities for additional educational, professional, and spiritual growth.
 - a. Promoting continuing education units by managing the CEU board in the student lounge
 - b. Coordinating student event involvement.

Educational Requirements

Length of the Program

The core curriculum is 60 units, which completes the MA program, and may be completed in 24 months. However, if foundational classes need to be taken, it may be necessary to complete up to 66 units. Additionally, there are clinical training hours, which may equate to about 10 – 20 hours per week during the final year of study. Students may choose a two- or three-year track. Students must complete all requirements within 7 years from their first enrollment.

DMFT Students continue after the 60 units in the MA program to complete 60 units in advance curriculum including a dissertation and an internship. DMFT students have 10 years to complete the program.

Curriculum Structure

Courses are structured within the program course sequence to have knowledge-based courses completed first, followed by clinical-based courses. Students begin their first semester with PSY5990 Professional Development I, which assists students in their understanding of the marriage and family therapy profession, increasing their socialization into the field and facilitating successful understanding of student learning outcomes. The semester before a student is scheduled to proceed into clinical training, they are required to enroll in, and successfully complete, PSY6995 Professional Development II, which guides students through the process of obtaining a clinical training site, the advance to practicum process, and enhancing clinical skills. Students are evaluated for clinical readiness through the Advance to Practicum process, including the completion of the Professional Development Plan and a group interview comprised of peers and a faculty member, conducted the semester before enrolling into PSY6800 Supervised Practicum. In the student's final semester in the program, students will enroll in PSY6920 Comprehensive Case Presentation, which demonstrates the student's in-depth knowledge and application of their knowledge, clinical skills, professionalism, and research abilities. In their last semester, students also complete PSY6999 Advanced Professional Development synthesizing their time in the program and integrating their understanding of the field as they progress into an associateship and the path to licensure.

DMFT Students will continue after the completion of the MA towards advanced curriculum work that will enhance the field of marriage and family therapy through the processes of a dissertation, internship, and continued coursework. Doctoral courses are prepared to provide step by step process of completing the dissertation, conducting advanced clinical work and clinical training, and specialization, as well as contributing to the field of marriage and family therapy.

Pursuing the License for Professional Clinical Counselor

The MFT program will only allow you to pursue licensure as a Marriage and Family Therapist for the state of California. If you would like to dual license as a Licensed Professional Clinical Counselor (LPCC) then you need to review the requirements on the Board of Behavioral Sciences (BBS) to ensure you have completed the educational and clinical requirements for that degree. If you would like to become an LPCC after you have graduated from the MFT program, we strongly recommend you take the Group Therapy class for your elective as this will help with the LPCC requirements. You must have your supervisor fill out the BBS agreement for MFT and LPCC.

Program Format

The uniquely formatted program enables students to attend full-time or part-time. Most courses are offered during the day and/or evening on Tuesdays and/or Thursdays, and some courses are offered Monday and/or Wednesday evenings. Fall and Spring terms are 16 weeks and comprised of two 8-week modules. Summer term is 8 weeks in length. The entire MA program may be completed in 24 months, and students may choose a two- or three-year track. Students must complete all requirements within 7 years from their first enrollment.

In addition to academic course requirements, students are placed in community-based clinical training sites for at least one year, where they gain hands-on clinical training experience with diverse clientele. Students are supervised by licensed mental health professionals who have met rigorous systemic supervision standards.

DMFT students will also complete an internship within the specialization chosen by the student. Students will complete their internship within two semesters. Mentors will assist students in this project and the internship course will provide structure and milestones students will obtain within their internship. DMFT students will complete their program with a dissertation and oral dissertation defense.

Academic Probation

A student in a graduate program will be placed on academic probation when his/her cumulative grade point average at HIU falls below 3.0. In the following probationary term, the student must complete 9 units and achieve a 3.0 grade point average for that term or be subject to academic dismissal. The student will be removed from academic probation only when the cumulative GPA has been raised above 3.0. Students may also be placed on academic probation for failure to comply with program policies essential to satisfactory progress in their degree program. Students on academic probation may register for a subsequent term following the probationary period. If their posted grades for the probational semester fall below the 3.0 standard, an Administrative Withdraw will be processed to remove students from subsequent term courses upon academic dismissal.

Students utilizing Veteran Affairs educational benefits who do not meet satisfactory academic progress after two academic semesters or are academically dismissed, (as defined in this catalog's section on Academic Dismissal) will no longer be eligible to use their educational benefits. If a student is permitted to continue academic probation for a third semester, educational benefits are not awarded.

Students must maintain a 3.0 grade point average (GPA) to remain in good academic standing. When a student does not maintain a 3.0 GPA, they will be placed on Academic Probation. At such time s/he is limited to nine (9) units for the next semester. Unit amounts may be further reduced if the minimum GPA is not attained in one semester. If probation occurs for more than two terms, the student may be subject to academic dismissal from the program.

Prerequisite Courses

The foundational courses offered are:

PSY5010 Counseling Theories	3 units
PSY4310 Community Mental Health	3 units

These courses are required for students that do not have a psychological educational background. Your acceptance letter will notify you if you need to take either of these courses. These courses must be completed within the student's first 18 units and must be completed before a student can begin clinical training.

Transferring a Course

Students may apply for as many as 9 graduate-level units to be transferred into the master's program from another accredited institution. See the Hope International University Catalog for more information about transferring or waiving graduate coursework.

DMFT students will be able to transfer up to 30 units from a non-COAMFTE accredited program as approved by the Program Director/Chair. Students who have completed a master's degree from a COAMFTE accredited program may transfer all their units from that program. Students may still have to complete MA courses if their degree is out of state and does not meet the BBS requirements for licensure in California.

Petition to Graduate

Students nearing the end of their degree program follow four steps to complete the graduation process:

Step 1: Students submit a [Petition to Graduate](#) form to their academic advisor/coach.

Petitions must be received by March 1st for May (Spring) Commencement and October 1st for December (Winter) Commencement.

Step 2: The academic advisor/coach conducts a preliminary degree audit to verify the students' readiness for graduation. If students are not ready, then the advisor assists them in revising their Completion Plan. If students are ready, then the advisor passes the Petition to Graduate to the Registrar's Office.

Step 3: The Registrar's Office then confirms the degree posting date for which the student is eligible. The processing period through the time of approval to actual posting of the degree is 90 days for both undergraduate and graduate degrees. The posting date is the last day of the month following confirmation of official documentation that all degree requirements have been met. **The Registrar must have all the required documentation for degree posting by the 15th of the month in order to post the degree at the end of that month.** Once the degree is posted (officially recorded), students' transcripts show that they have "graduated" from Hope International University.

Step 4: Transcripts may be ordered immediately, and graduates should receive their diplomas via certified U.S. mail within 90 days of the degree posting. However, the University will not release diplomas until students meet all financial obligations with the University.

Completion of Program Requirements

- Complete 60 units (plus any prerequisite units) with a GPA of 3.0 or higher
- Complete clinical training hours. A verification of completion from the Clinical Training Coordinator is then submitted to the Registrar's Office. This verification reflects that the student has completed the following hours:
 - 400 hours of clinical experience
 - 300 direct client hours, which must include 100 relational hours.
 - 100 supervision hours of which 50 hours must be observational hours (as defined by COAMFTE)
 - A maximum of 100 teletherapy hours can be counted towards the 300 direct client hours.
 - 50 hours of Professional Development
- DMFT Students will complete 120 units total (with the master's degree already posted plus any required foundational units) with a GPA of 3.0 or higher.

- a. 500 hours of clinical experience (including hours completed for the master's degree)
- b. 100 hours of Professional Development (including hours completed for the master's degree)
- c. Internship
- d. Dissertation

Student Conduct

High Standards of Student Conduct Hope International University has chosen to set itself apart for the purpose of training and equipping students for Christian servant leadership. By their voluntary membership in this Christian community, students assume responsibility to abide by all the regulations, values, and moral standards of the University, as well as to use personal discretion involving any activities that may be morally or spiritually destructive or reflect poorly on the campus community both on and off campus. Refer to the [HIU Student Handbook](#) and the Graduate and Online Handbook code of conduct sections, for more information.

Action Plan

In the event a student is not progressing in the program either academically or clinically, the student may be placed on an action plan to support their successful completion of the program. Depending upon the growth areas identified by Faculty, Program Director, Clinical Training Director or the Clinical Training Site, the student will work closely with the corresponding director overseeing the identified area. The student will meet with either director to review the action plan. A student's success will be determined through measurable changes outlined in the action plan. If the student does not complete the action plan as required, they may be dismissed from the program.

Clinical Training

Clinical Training Overview

The clinical training program includes client simulations, 400 hours of clinical experience, 50 hours of professional development, and the Comprehensive Case Presentation (CCP). Each student will complete several client simulations as a part of their clinical training to provide the student with supervised practice utilizing specific skills and therapeutic interventions. Clinical experience involves participation in the Supervised Practicum course while accruing hours in an approved clinical training site.

Clinical Training Hours

Direct Client (300 hrs.)	Individual (adult or child) sessions 100 hours of *relational (couple, family, group therapy) sessions A maximum of 100 telehealth hours may count towards 300 direct client hrs.
Supervision (100 hrs.)	2 hours of Group Supervision = 1 unit of supervision 1 hour of Dyadic/Triadic Supervision = 1 unit of supervision 5:1 Ratio - 5 client hours to 1 unit of supervision <hr/> 50 hours of **Observable Data Audio & video recordings, behind the mirror, reflecting team, co-therapy, and observing in the same room (COAMFTE v12.5, 2022).
Non-direct	Psychological testing, writing clinical reports, writing progress or process notes, client-centered advocacy, and ***workshops/seminars/training sessions/conferences
Professional Development (50 hrs.)	Professional development activities include attending Continuing Education Unit (CEU) approved seminars, training sessions, workshops, personal therapy, and community service (see below for more details).

*As defined by COAMFTE (v12.5, 2022), relational hours are a category of direct clinical contact hours in which a clinician delivers therapeutic services with two or more individuals conjointly who share an ongoing

relationship beyond that which occurs in the therapeutic experience itself. Examples include family subsystems, intimate couple subsystems, enduring friendship/community support subsystems, and residential, treatment, or situationally connected subsystems.

**As defined by COAMFTE (v12.5, 2022), observable data includes audio and video recordings, as well as live behind the mirror, in the room, co-therapy, reflecting team, etc., for the supervisor to observe the student's clinical performance.

***Cannot be double counted as professional development hours.

Overall, students complete the following clinical training experience:

A total of 400 total clinical hours made up of:

- At least 300 direct client hours (sessions of individual, group, couples, or family therapy)
 - of which at least 100 must be *relational hours.
- At least 100 supervision hours (group or dyadic/triadic supervision)
 - of which at least 50 must be **observable data.

Supervision at Practicum Sites

Supervisions at the practicum site must be provided by a clinical supervisor who adheres to relational/systemic perspectives in accordance with COMFTE standards. "MFT Relational/Systemic Supervision is the practice of developing the clinical competencies and professional growth of the student as a supervisee, consistent with the MFT relational/systemic philosophy, ethics, and practices of the marriage and family therapy profession. Supervision is distinguishable from psychotherapy or teaching" (COAMFTE v12.5 pg. 36).

Established by COAMFTE, the qualifications for clinical supervisors include the following: a) a professional identity as a Marriage and Family Therapist, and b) training in MFT relational/systemic supervision by one of the following:

- A graduate course in MFT relational/systemic supervision equivalent to three semester-credit
- Postgraduate professional education in MFT relational/systemic supervision of at least 30 hours
- A state-established MFT supervisor designation, including relational/systemic supervision training.
- AAMFT-Approved Supervisor designation or AAMFT-approved Supervisor candidacy

Students are required to meet with their clinical training site supervisor weekly for supervision. Students may not count hours for the BBS or the MFT program for any week without supervision. As trainees, students are required to have at least "one unit" of supervision for every five client hours each week. A unit of supervision means one hour of individual or triadic supervision or two hours of group supervision. Additional supervision may be required if a trainee goes over the required ratio (1:5 or 2:5). Students are required to keep track of their supervision-to-client ratios and notify their supervisor if they need additional supervision.

According to COAMFTE, virtual supervision is the process of delivering synchronous (live) supervision using a secure video platform. The online supervisory interaction provided by the practicum site must be compliant with relevant state, federal, and provincial regulations for the location in which the trainee and supervisor are physically located.

A letter of agreement is needed if a supervisor is providing supervision on a volunteer basis. On the Supervision Agreement form, there is a place for the supervisor to indicate if they are providing supervision on a volunteer basis, as opposed to self-employed or on a paid basis. If the supervisor is working on a volunteer basis, then attach the original written agreement between you and the applicant's employer required by Title 16, California Code of Regulations Section 1833 (b) (4). This letter of agreement is needed when your supervisor is not paid by your employer for supervision. The trainee should maintain a copy of this letter of agreement to submit with the application for licensure. Please read A Guide to Supervision for MFT Interns and Trainees for additional information about supervision.

Professional Development Hours

Professional development hours allow the student to pursue areas of special interest, enhance their individual education, and network with other clinicians in the field. Professional development activities include attending Continuing Education Unit (CEU) approved seminars, training sessions, workshops, personal therapy, and community service. Professional development hours must be completed while enrolled in the MFT program. A link is provided for you to help you know if your CEU seminar will be accepted

(https://www.bbs.ca.gov/licensees/cont_ed.html). DMFT students will complete 100 hours prior to their degree posting.

Approval is required for workshops, conferences, seminars, and/or online continuing education. Copies of certificates from conferences, seminars, letters of personal therapy, and letters verifying community service are submitted to the Clinical Training Director and Coordinator on an *ongoing basis*.

- Continuing Education Units (CEUs) include any in-person or online seminars, workshops, trainings, conferences, etc. approved for behavioral and/or mental health providers. There is **no limit** on the number of units that count towards CEUs; however, **a maximum of 9 hours** may be accrued from online asynchronous/pre-recorded events. Students must be able to provide proof of attendance stating the number of CEUs on the certificate from the event whether online or in-person.
- Community service is defined as volunteer service or activity performed for the public or its institutions working with Diverse, Marginalized or Underserved (DMU) populations. A **maximum of 10 hours** can be accrued through community service working with DMU populations. The community service must be through a professional organization, and the agency must provide you with a letter on their letterhead identifying the days, hours, and service you completed.
- Students are highly encouraged to complete at least 12 hours of personal therapy with a licensed therapist. There is **no limit** on the number of personal therapy hours that count towards professional development. Personal therapy hours include any individual, couple, family, or group therapy hours completed with a Licensed Marriage and Family Therapist, Licensed Clinical Social Worker, Licensed Professional Clinical Counselor or Licensed Clinical Psychologist. Students cannot be seen in the Hope Counseling Center concurrently with student status in the MFT Program. To count personal therapy as professional development, students must submit a signed letter from their licensed therapist including the number of sessions and date range.

Professional development hours are to provide the student with the opportunity to pursue areas of special interest, enhance their individual education, and network with other clinicians in the field. The clinical training program prepares students to successfully complete the Comprehensive Case Presentation (CCP), which is the expected competency level of each student in the MFT program.

Client Simulations

Each student will complete multiple client simulations with simulated clients as a part of their clinical training. During the simulations, the student will practice and demonstrate their clinical knowledge, skills, and professionalism. The simulations provide the student with supervised practice utilizing specific skills and systemic therapeutic interventions. Using simulations, students will have the opportunity to roleplay as a client and a therapist, complete an intake session, and demonstrate therapeutic interventions. Students will receive feedback from each simulation that will promote their growth and development as a therapist. The simulations will begin in the student's first semester and continue throughout the program. In Professional Development II,

students will record themselves as the therapist. The students will provide their own recording equipment and maintain confidentiality while adhering to the highest professional standards with their recorded simulations. A complete description of the client simulations is found in the Client Simulation Handbook, which is in the MFT Orientation and Resources – Updated Canvas shell.

Recording and Confidentiality

Students must present a recording of their clinical work as part of their Comprehensive Case Presentation (CCP). Recordings are required to be handled in accordance with [HIPAA Security Rule](#).

Advance to Practicum

Students are required to complete the Advance to Practicum process prior to accruing hours at an approved clinical training site. One semester before a student is to begin their clinical training, the student must enroll in Professional Development II (PSY6995). This course is designed to help facilitate the Advance to Practicum process and prepare the student to begin their clinical training. Once a student has completed the Advance to Practicum process, a one-time fee of \$1,200 is charged to the student's account when they take their first PSY6800 Supervised Practicum Course. (Students should have a trainee position at an approved clinical training site at the time of their interview.)

Students must complete the following requirements and obtain departmental approval to Advance to Practicum:

1. Completion of at least **12 units of coursework**, in addition to **all the prerequisite courses**, which includes:
 - MFT Program Pre-requisite Courses (if needed):
 - **PSY5010 Counseling Theories**
 - **PSY4310 Community Mental Health**
2. Complete Required Courses:
 - **PSY5120 Professional Ethics and Law**
 - **PSY6180 Psychopathology**
 - **PSY5990 Professional Development I**
 - **PSY6995 Professional Development II**
 - **PSY5225 Child Abuse Seminar**
 - **PSY6130 Theories of Marriage & Family Therapy**
3. Complete **25 Professional Development** hours before advancing to practicum.
4. Maintain a 3.0 Grade Point Average
5. Submit the Following Paperwork during the Advance to Practicum Interview:
 - Application to Accrue Hours
 - A Copy of one's CAMFT Membership Card, or Proof of Membership
 - A Copy of one's Certificate of Proof of Malpractice Insurance
 - A Copy of one's AAMFT Membership certificate (optional)
 - A Resume/Vita
 - Professional Development Plan
 - Advance to Practicum Interview Form
 - Proof of completed Professional Development Hours
6. Successfully Complete an Advance to Practicum Group Interview with a Faculty Member

Students will sign up for the group interview in Professional Development II and will complete the Advance to Practicum requirements at the end of that respective semester. If a student completes the Professional Development II course, but needs to postpone their clinical training, **the student needs to complete and submit the Advance to Practicum Hold Form to the Clinical Training Team**. The form can be downloaded

from the *MFT Orientation and Resources – Updated* section of Canvas and contact the Clinical Training Team one semester prior to when they want to begin their clinical training.

Clinical Training Sites

Students must obtain a trainee position at an approved clinical training site to complete the required hours. All clinical training sites must meet and comply with the Board of Behavioral Sciences (BBS) Statutes and Regulations, as well as the policies set by the MFT program. Before students can begin working at clinical training sites, the sites must obtain departmental approval. Clinical training sites may require personal information such as a copy of your driver's license, social security number, fingerprinting, etc., to complete background check requirements. It should be noted that the clinical training site requirements are unique to each site and HIU has no control over each site's requirements. Students who have questions about their site's requirements can reach out to the Clinical Training Director.

Approved Clinical Training Sites are listed in the [Clinical Training Site List](#) and reviewed in Professional Development II. The list of current practicum sites can be accessed from the *MFT Orientation and Resources – Updated* section in Canvas, or by using the hyperlink above.

If a desired site has not been approved by the program the student must complete the [Online Petition for Site Approval](#). The site approval process takes a **minimum of 6-8 weeks**. The University makes the final determination as to whether a practicum site is approved. **Approval is not guaranteed.**

Approval for Two Clinical Training Sites

On a rare occasion, students may be considered for a second training site to assist them in completing their clinical training hours within the time frame of their graduation plans. A second training site will not be considered for any other reason other than as a consequence of the severe lack of clinical training hours. Before being considered for a second training site, every effort must be made by the student and the student's initial site to explore all available options for the student to complete their clinical training hours at their current placement. Only when these initial efforts are unsuccessful, the student may be considered a second site. Once approved, the student must receive a written approval from the Clinical Training Director before pursuing a second training site.

To be approved for two clinical training sites, the student

- A) Cannot be in first semester of PSY6800 Supervised Practicum or have not yet started their practicum,
- B) Must obtain an approval letter from the Clinical Training Director,
- C) Must be in good academic standing with a GPA of 3.0 or above,
- D) Have sufficient availability to accrue hours at two sites,
- E) Must commit to long-term placement (no short-term placement will be allowed),
- F) Demonstrate excellent professional standards to adhere to the demands of two practicum sites.

Supervised Practicum

Course Description (PSY6800)

Supervised therapy experience in applied psychotherapeutic techniques, assessment, diagnosis, prognosis, and treatment of premarital, family, and child relationship dysfunctions are examined. (Prerequisites: PSY5120, PSY5990, PSY6180, PSY6995, and PSY5225 Child Abuse course) (HIU Catalog).

Students working in an approved clinical training site must be enrolled and participating in the Supervised Practicum course. Students will continually enroll in the Supervised Practicum courses after the completion of 9 units and until the required 400 clinical training hours are completed. All clinical training hours and degree requirements must be completed prior to the posting of one's degree.

Auditing Supervised Practicum Course

After completing three consecutive supervised practicum courses and having 400 approved clinical training hours, students may audit the Supervised Practicum course while continuing to work at their clinical training site. To gain departmental approval for auditing a Supervised Practicum course, students need to submit a request to the Coordinator of Clinical Training

Clinical Training Student Requirements

Once a student begins their clinical training, they are required to join [Track Your Hours](#). Track Your Hours is a web-based computer software program designed to assist students in tracking and reporting their hours. Clinical training hours will be submitted utilizing this web-based computer software program. Students are responsible for all BBS paperwork and should keep their paperwork in a safe and secure place. Students can obtain the required clinical training paperwork by downloading it from Doc Sharing in the *MFT Orientation and Resources – Updated* section in Canvas.

Beginning Requirements

1. Obtain a trainee position at an approved clinical training site.
2. Submit a signed **MFT Four-Way Clinical Training Agreement** to the Clinical Training Coordinator. (This form is in the *Updated section of MFT Orientation and Resources – Updated* section in Canvas and all parties need to sign this agreement prior to submitting it to the Clinical Training Coordinator).
3. Complete the **BBS MFT Supervisor Agreement Form**. (You need to keep it for your records).
4. Join [Track Your Hours](#) and set up your account.

Track Your Hours (TYH) is a professional online service used to track and report clinical training hours. Students are required to become Track Your Hours members prior to beginning their clinical training. A one-year membership costs \$89.95, and up to three-year memberships are available. TYH software incorporates current BBS regulations to assist the Trainee/Intern in viewing status, as well as providing required BBS forms. Further information can be found at the [Track Your Hours Frequently Asked Questions](#) page.

Ongoing Requirements

1. Attend weekly on-site supervision.
2. Attend and participate in your Supervised Practicum course each week.
3. Comply with the current [BBS Statutes and Regulations](#).
4. Comply with the policies and procedures set by the MFT program.
5. Comply with the policies and procedures set by your clinical training site.
6. Comply with all ethical and legal obligations during your clinical training.
7. Have your supervisor sign the [BBS Weekly Summary of Hours of Experience](#) log form each week.
8. **All changes and/or concerns at your site need to be discussed IMMEDIATELY with the Clinical Training Director. These changes may include:**
 - a. **Supervisor changes**
 - b. **Site location changes**
 - c. **Changes to the four-way clinical training agreement (i.e., early termination or an extension of the terms of agreement)**
9. If a student's malpractice insurance or CAMFT membership has expired, they will need to renew their policy and/or membership and submit the renewal documentation to show that the coverage is up to date.
10. ***The student is responsible for notifying the MFT program within 24 hours of any professional or personal difficulties, which may affect the performance of his or her professional duties and responsibilities.***

End of the Semester Paperwork Requirements

The MFT program is required by the BBS to monitor student clinical training progress. It is a program requirement to submit your end-of-semester paperwork on the assigned due date. All of the End of Semester Paperwork is submitted and completed through Watermark. Students will submit the end of semester paperwork to Watermark **two weeks** before the semester ends. The required end of semester paperwork includes:

1. Site Summary Report [This is a report that is generated from [Track Your Hours](#); this form must be signed by your supervisor(s).]
2. [Supervisor's Evaluation of MFT Student](#) (one from each supervisor)
3. [MFT Student's Evaluation of their Site and Supervisor](#) (one for each supervisor)
4. Students currently enrolled in a Supervised Practicum course but not currently seeing clients at their site will note this on the Practicum Sign-In Sheet.
5. Professional Development Hours (if applicable)

Leaving a Clinical Training Site

A student's employment contract ends as stated in the MFT Four-Way Clinical Training Agreement. *The student is responsible for notifying the MFT program within 24 hours of any professional or personal difficulties, which may affect the performance of his or her professional duties and responsibilities.* The Clinical Training Director will assist any student who is having difficulties and if needed, an action plan will be implemented. Early termination is not permitted unless approved by all involved parties, which include the site, the MFT program, the supervisor, and the student.

Upon completion of the clinical training site requirements, students will need the following documentation before leaving their clinical training site.

1. Complete the BBS "[Experience Verification](#)" form and have your supervisor sign it.
2. Have your supervisor sign off all your clinical hours on your [BBS Weekly Summary of Hours Log Forms](#). (Keep these documents in a safe and secure place).
3. Have your supervisor(s) sign off on a final Site Summary Report from Track Your Hours.

Clinical Training Probation

Students must meet and comply with the BBS Statutes and Regulations, as well as the policies set by the MFT program. Violation of BBS, MFT program, and/or clinical training site requirements may result in a Clinical Training Probation. Students may be placed on Clinical Training Probation for one or more of the following reasons, but is not limited to:

- Incomplete/Missing Clinical Training Paperwork
- Unprofessional Conduct
- Deficient Clinical Skills
- Lack of Sufficient Progress
- Gross Negligence
- Violation of BBS Statutes and Regulations
- Violation of Clinical Training Site Policies
- Violation of MFT Program Policies
- Violation of MFT Four Way Clinical Training Agreement

Students placed on Clinical Training Probation will receive a formal letter indicating their period of probation and the additional requirements the student will need to meet to continue their clinical training. Students must complete the additional requirements to remain in their clinical training site and continue accruing hours.

Clinical Training Hours of Experience

After completing the Advanced Practicum and submitting the MFT Four-Way Clinical Training Agreement,

students can start accruing hours. They can apply a maximum of 1,300 hours towards BBS licensing requirements, including up to 750 hours of direct client contact. The remaining 550 hours can cover supervision, client-centered advocacy, psychological test administration, progress notes, workshops, conferences, seminars, and telemedicine. Detailed descriptions of clinical training hours are outlined in the Business and Professions Code (BPC) Section 4980.36d

Client contact hours encompass therapy with individuals, couples, families, group therapy, and telemedicine. Client-centered advocacy, defined in BPC 4980.34 (h), includes activities like researching and accessing resources for clients receiving psychotherapy or counseling. Group therapy hours are counted per session hour, regardless of the number of clients present. For example, one hour of group therapy with six clients counts as one hour of group therapy on BBS forms.

All clinical training paperwork is to be uploaded into Watermark. A student tutorial on using Watermark effectively is available [here](#), while supervisors can access their tutorial [here](#).

Resolving Concerns

Students address all site and client concerns with their clinical training site supervisor and/or site director. If they are unable to resolve an issue, it should be escalated to the Clinical Training Director. The Clinical Training Director will then assist the student in resolving the concern with their site. In addition, the student is responsible for notifying the MFT program within 24 hours of any professional or personal difficulties, which may affect the performance of his or her professional duties and responsibilities. The Program will then assist the student with academic or interpersonal difficulties. If needed, an action plan will be implemented.

Comprehensive Case Presentation (CCP)

The MFT program prepares students to complete the Comprehensive Case Presentation (CCP), the expected competency level of each student. Students complete the CCP while enrolled in PSY6920 Comprehensive Case Presentation. The CCP demonstrates the student's in-depth knowledge and application of the following core areas: clinical evaluation, crisis management and psychosocial stressors, treatment plan and case management, therapeutic interventions, legal issues, ethical issues, and diversity. The CCP includes two parts: a written case report and an oral case presentation, which includes a video clip with a transcription. A description of the CCP is in the **CCP Handbook** located in *MFT Orientation and Resources- Updated*, in Canvas under "doc sharing" you will find a folder labeled "**CCP.**"

Internships

DMFT students will complete an internship within their last two years of the program. Internships support students in their chosen specialization and provide them with hands-on experiences to support growth in their chosen specialization (including research, grant writing, advanced clinical practice, or teaching). The internship course will provide structure and steps to achieve the milestones throughout the internships process. The internship supervisor will provide direct feedback to the students and the program.

Dissertation

Dissertation research allows candidates to demonstrate integrative thinking and achievement of program goals at the highest level. The dissertation itself provides the most comprehensive direct assessment of student learning, particularly written expression, research methodology and data analysis, mastery of advanced disciplinary knowledge, critical and creative thinking, and the integration of theory and practice.

DMFT students will complete a dissertation within their last two years in the program. Students will have a committee to support and approve their dissertation throughout and until completion of the process. The

Dissertation Handbook provides the details and process to complete the dissertation.

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MA MFT Courses

Prerequisites (6 Units):

PSY5010	Counseling Theories	3
PSY4310	Community Mental Health	3

Core Requirements (46 Units):

PSY5120	Professional Ethics and Law	3
PSY5130	Research Methodology	3
PSY5200	Substance Abuse, Addiction, and the Family	3
PSY5225	Child Abuse Seminar	0 unit
PSY5230	Disaster, Trauma, & Abuse Response	2
PSY5240	Family Violence Prevention & Intervention	2
PSY5990	Professional Development I	1 unit
PSY6100	Lifespan Development	3
PSY6110	Interpersonal Communication & Therapeutic	3
PSY6120	Christian Principles of MFT	3
PSY6125	Multicultural Perspectives in Counseling	3
PSY6130	Theories of Marriage and Family Therapy	3
PSY6150	Treatment of Children	3
PSY6180	Psychopathology	3
PSY6190	Marriage & Family Therapy Assessment	3
PSY6300	Treatment of Older Adults	3
PSY6350	Treatment of Couples	3
PSY6400	Psychopharmacology	2

Clinical Training (12 Units):

PSY6995	Professional Development II	1 unit
PSY6800-	Supervised Practicum	3
PSY6800-	Supervised Practicum	3
PSY6800-	Supervised Practicum	3
PSY6999	Advanced Professional Development	1 unit
PSY6920	Comprehensive Case Presentation	1 unit

Elective (Choose 2 units):

PSY6140	Group Therapy	2 or 3 units
PSY6900	Special Topics	2 or 3 units
PSY6990	EMDR Seminar	3 units

Additional Requirements

400 Clinical Training Hours (300 direct client hours including 100 relational hour and 100 supervision hours including 50 observable data)
 100 Non-Direct Clinical Training Hours
 50 Professional Development Hours

Master of Arts in Marriage and Family Therapy

Course Sequence

The Marriage and Family Therapy Program consists of the following sequence of courses:

First Semester:

PSY5010	Counseling Theories (prerequisite, if required)	(3 units)
PSY5990	Professional Development I	1 unit
PSY6100	Lifespan Development	3 units
PSY6130	Theories of Marriage and Family Therapy	3 units
PSY5120	Professional Ethics and Law	3 units
PSY5225	Child Abuse Seminar	0 unit
<i>Total:</i>		10 Units

Second Semester:

PSY4310	Community Mental Health (prerequisite, if required)	(3 units)
PSY6995	Professional Development II	1 unit
PSY5200	Substance Abuse, Addiction, and the Family	3 units
PSY6110	Interpersonal Communication & Therapeutic Qualities	3 units
PSY6125	Multicultural Perspectives in Counseling	3 units
PSY6180	Psychopathology	3 units
<i>Total:</i>		13 units

**Advance to Practicum

Summer Session:

PSY6800	Supervised Practicum	3 units
PSY6120	Christian Principles of MFT	3 units
PSY5230	Disaster, Trauma, & Abuse Response	2 units
PSY5240	Family Violence Prevention & Intervention	2 units
PSY	Elective Course	2-3 units
<i>Total:</i>		12 units

Third Semester:

PSY5130	Research Methodology	3 units
PSY6190	Marriage & Family Therapy Assessment	3 units
PSY6350	Treatment of Couples	3 units
PSY6800	Supervised Practicum	3 units
<i>Total:</i>		12 units

Fourth Semester:

PSY6150	Treatment of Children	3 units
PSY6300	Treatment of Older Adults	3 units
PSY6920	Comprehensive Case Presentation	1 unit
PSY6400	Psychopharmacology	2 units
PSY6800	Supervised Practicum	3 units
PSY6999	Advanced Professional Development	1 unit
<i>Total:</i>		13 units

Total 60 (66) units

Two-Year Student Timeline (Fall Start)

First Semester

- A. Register for classes, including any foundational courses needed and prerequisites for Supervised Practicum (PSY6800).
- B. Read all the MFT Program Handbooks thoroughly:
 - HIU Catalog (for the year that you began your program at HIU)
 - MFT Program Handbook
 - HIU Student Handbook
 - Graduate and Online Handbook
 - Board of Behavioral Sciences Statutes and Regulations
 - Client Simulation Handbook
 - Comprehensive Case Presentation Assessment Instrument and Guide
- C. Read the BBS Statutes and Regulations for MFT's which is available through the BBS website (www.bbs.ca.gov).

Second Semester

- A. Register for classes, including any foundational courses needed and prerequisites for Supervised Practicum (PSY6800).
- B. Begin looking for a trainee position, interview for summer placements in February/March, fall placements in June/July, and spring placements in September/October.
- C. If you have not begun Professional Development hours, begin looking for workshops, seminars, and/or start personal therapy.
- D. Complete Advance to Practicum requirements and process.

Third Semester

- A. Register for classes, including Supervised Practicum (PSY6800).
- B. Complete MFT Four-Way Clinical Training Agreement prior to working at a clinical training site.
- C. Re-read the BBS Statutes and Regulations and the MFT Program Handbook.
- D. Join Track Your Hours and set up your account.
- E. Complete the BBS Supervisor Responsibility Statement signed by your supervisor(s).

Fourth Semester

- A. Register for classes, including Supervised Practicum (PSY6800).
- B. Continue in Supervised Practicum and in your clinical training site accumulating clinical training hours.
- C. Review audit sheet and Track Your Hours report to ensure you are on track for your desired graduation date.

Fifth Semester

- A. Register for classes, including Supervised Practicum (PSY6800).
- B. Review the completion of all graduation requirements through your student portal.
- C. Begin getting together all necessary paperwork to apply for MFT Intern number (available through the BBS).
- D. Have supervisor fill out Experience Verification form for all hours accrued prior to graduation.
- E. Have supervisor sign off on all hours accrued prior to graduation even if you will continue accruing hours at the same site after graduation.
- F. Successfully complete the Comprehensive Case Presentation and Clinical Competency Portfolio.

DMFT Course List

*(*italicized courses are MA level courses)*

Area I: Theoretical Foundations – 35 units required

PSY6100 Lifespan Development (3)

PSY6130 Theories of Marriage and Family Therapy (3)

PSY5200 Substance Abuse, Addiction, and the Family (3)

PSY6110 Interpersonal Communication & Therapeutic Qualities (3)

PSY6125 Multicultural Perspectives in Counseling (3)

PSY6180 Psychopathology (3)

PYS6120 Christian Principles of Marriage and Family Therapy (3)

PSY6190 Marriage & Family Therapy Assessment (3)

PSY6400 Psychopharmacology (2)

PSY7400 Advanced Personality Theory (3)

PSY8820 Supervision in MFT (3)

PSY7200 Biopsychosocial Influences of Behavior (3)

Area II: Clinical Practice – 43 units required

PSY6800 Supervised Practicum (3; 9 total)

PSY5230 Disaster, Trauma, & Abuse Response (2)

PSY5240 Family Violence: Detection, Intervention & Prevention (2)

PSY6350 Treatment of Couples (3)

PSY6150 Treatment of Children (3)

PSY6300 Treatment of Older Adults (3)

PSY7350 Advanced Treatment of Families & Couples (3)

PSY7001 Advanced MFT Theory: Intergenerational Models (3)

PSY7002 Advanced MFT Theory: Strategic, Structural, & Experiential Models (3)

PSY7003 Advanced MFT Theory: Contemporary Models (3)

PSY8800 Advanced Practicum (3)

PSY8810 Internship (6)

Area III: Professional Development – 20 units required

PSY5990 Professional Development I (1)

PSY6995 Professional Development II (1)

PSY5120 Professional Ethics and Law (3)

PSY5225 Child Abuse Detection, Intervention, and Treatment (0)

PSY6999 Advanced Professional Development (1)

PSY7100 Doctoral Seminar (3)

PSY8200 Faith Integration and Psychology (3)

Elective Courses (choose 8 units from the following)

PSY6140 Group Therapy (3)

PSY6990 Eye Movement Desensitization and Reprocessing (EMDR) (3)

PSY6900 Seminar in Advanced MFT Topics (1-3)

PSY7190 Advanced Methods of Clinical Assessment (3)

Area IV: Research and Dissertation – 22 units required

PSY5130 Research Methodology (3)

PSY6920 Comprehensive Case Presentation (1)

PSY7130 Advanced Research Methods I: Theory Construction (3)

PSY7140 Statistical Methods I (3)

PSY8130 Advanced Research Methods II: Dissertation Development and Writing (3)

PSY8140 Statistical Methods II (3)

PSY8920 Dissertation (3; 6 total)

This course list includes all courses taken in the MA MFT Program.

Doctorate in Marriage and Family Therapy

Post MA 2-Year Sequence- Fall Starts		
<i>Fall Semester (Year Three)</i>		Units
PSY7130	Advanced Research Methods I: Theory Construction	3
PSY7100	Doctoral Seminar	3
PSY7003	Advanced MFT Theory: Contemporary Models	3
PSY7350	Advanced Treatment of Families and Couples	3
Total		12
<i>Spring Semester</i>		
PSY8130	Advanced Research Methods II: Dissertation Development & Writing	3
PSY8800	Advanced Practicum	3
PSY7140	Statistical Methods I	3
PSY8140	Statistical Methods II	3
Total		12
<i>Summer Semester</i>		
PSY	Elective (PSY7900 Advanced Topics in MFT)	3
PSY7400	Advanced Personality Theory	3
PSY8810	Internship	3
PSY8920	Dissertation (IRB Submission)	3
Total		12
<i>Fall Semester (Year Four)</i>		
PSY7200	Biopsychosocial Influences in Behavior	3
PSY8920	Dissertation	3
PSY7002	Advanced MFT Theory: Strategic, Structural, and Experiential	3
PSY8820	Supervision in Marriage and Family Therapy	3
Total		12
<i>Spring Semester</i>		
PSY8810	Internship	3
PSY8200	Faith Integration & Psychology	3
PSY8920	<i>Dissertation (if Dissertation not completed- then no elective)</i>	0
PSY7001	Advanced MFT Theory: Intergenerational Models	3
PSY	<i>Elective</i>	3
Total		12
DMFT Degree Total		120
Graduation Requirements:		
48 units core doctoral units		
6 Elective units		
6 Dissertation units		
6 Internship units		
100 Professional Development Hours		
500 Clinical Training Hours (direct client hours)		

VERIFICATION OF READING OF HANDBOOKS AND BBS STATUTES AND REGULATIONS

Students must read and are responsible to know the information in the following seven documents:

1. HIU Catalog (for the year that you began your program at HIU)
2. MFT Program Handbook
3. HIU Student Handbook
4. Board of Behavioral Sciences Statutes and Regulations
5. Client Simulation Handbook
6. Comprehensive Case Presentation Assessment Instrument and Guide
7. Dissertation Handbook (DMFT Students)

Student Statement & Signature Page

(PLEASE RETURN A SIGNED COPY OF THE STUDENT STATEMENT TO THE MFT OFFICE WHEN YOU HAVE COMPLETED READING THE ABOVE DOCUMENTS)

I have read and understand their contents, including University policies and rules governing my personal conduct, class attendance, changes/withdrawals, course requirements, graduation requirements, confidentiality, and academic integrity. I have had the opportunity to ask questions about the University's policies and rules. I agree to abide by these policies and rules during my enrollment and understand the consequences if I do not.

Name (please print)

Signature

Date