



**Doctoral Internship
MFT 6910
Medical Family Therapy Program
Department of Family & Community Medicine**

COURSE DATES/TIMES

Depends on site. Must be a full time, 9 to 12 month experience overall.

PROGRAM CONTACT

Katie Heiden-Rootes, Ph.D., LMFT, 314-977-8196, E-mail: katie.heidenrootes@health.slu.edu
Director of Clinical Services, Medical Family Therapy Program

COURSE DESCRIPTION

The goal of this course is for students to gain experiences working in a field placement. Students will be practicing in an approved internship site and meet regularly with a supervisor at their site. Each student may select a different site with different responsibilities. Students may provide therapy services under supervision by an on-site professional, teach in a medical residency or university, offer integrated behavioral healthcare within a medical clinic or hospital, provide supervision to new clinicians, and/or be part of research being conducted by a more senior researcher. Students must have successfully completed clinical services as part of practicum, passed all prior coursework, and successfully presented their Medical Family Therapy portfolio in order to take this course. It is expected the student brings to the Internship individual goals for learning about work in their setting(s).

Student Learning Outcomes	Course Objectives	Requirements
1.d.5.: Students will demonstrate competency in a student-selected area of clinical specialization or expertise.	<p>Demonstrate leadership and initiative in obtaining a field internship site, set personal goals, and complete required credentialing for working at their site.</p> <p>Develop and manage professional relationships with patients, colleagues, supervisees and supervisors.</p> <p>Learn how to manage the administrative tasks associated with role.</p> <p>Understand and apply ethical and professional standards, as well as legal mandates, to work in their field setting.</p> <p>Utilize supervision and experiences to further development as a leader, clinician, and researcher in MFT.</p>	<p>Internship Contract</p> <p>Description of Internship Experience</p> <p>Mid and End of Year Supervisor Evaluations</p>

2a1. Understand and use research in clinical practice.	Learn how to use and/or conduct research.	Mid and End of Year Supervisor Evaluations
3a1. Attain an increased cultural competence in working with diverse populations.	Demonstrate sensitivity to issues of diversity and power specific to experiences at their site.	Mid and End of Year Supervisor Evaluations

INTERNSHIP SITE REQUIREMENTS

- The program will maintain clear and ongoing relationships with all internship site(s) which will be specified in a written document.
- Activities of each intern will be documented at the internship site(s). These records will be made available to the marriage and family therapy program.
- The institution sponsoring the internship site(s) will have been in operation for at least two years.
- Internship site(s) will provide adequate facilities and equipment for the intern to carry out designated responsibilities.
- Mechanisms for student evaluation of internship site(s) and supervision, and site evaluation of the intern's performance, will be demonstrated.
- Documentation of liability insurance for interns will be confirmed. Liability insurance may be provided by the internship site(s), the marriage and family therapy program, or the intern.
- Internship site(s) will publish and adhere to policies prohibiting discrimination on the basis of age, culture, ethnicity, gender, physical ability, race, religion, sexual orientation, and socioeconomic status.
- The internship supervisor will be available to the intern for at least one hour of supervision per week
- The internship supervisor will be clearly senior in experience to the intern.
- If the on-site supervisor does not qualify as an AAMFT approved supervisor or a Missouri Marriage and Family Therapy State Board approved supervisor, the hours at the site will also need to be supervised by one of the program faculty who holds AAMFT Approved Supervisor designation. The site will need to agree to this supervisory arrangement. These supervision hours will be in addition to the supervision hours obtained from the on-site supervisor.

STUDENT RESPONSIBILITIES AT THE SITE

- Minimum of 32 hours of work between all the site(s). This includes research, administrative, teaching, and clinical hours.
- Keep careful records of all activities at the internship site(s).
- All student interns are to carry liability insurance. This is generally inexpensive with student rates, and available through professional organizations.
- Student must adhere to all clinical and personnel policies of the internship site.

COURSE REQUIREMENTS

1. Internship Contract (after signed upload to Foliotek)

Your first task is to apply and obtain a field placement. For mentoring on how to locate, apply, and develop a professional CV and cover letter you will need to work with your advisor/mentor and consult <https://www.medicalfamilytherapy.org/internshipsfellowships>. The contract is located at the end of this syllabus for your use with your supervisor. This is due prior to starting your internship site and signed off on by the director of clinical services.

2. Description of Internship Experience (after complete upload to Foliotek)

Once you are hired by a site to complete your internship, you will need to write up a brief description of the experience you will be having at the site. This needs to be turned in with your contract prior to beginning at your internship site. An outline of what is needed in the contract is located at the end of this syllabus after the contract.

3. Mid and End of Year Supervisor Evaluations (after complete upload to Foliotek)

The evaluation will be completed by your supervisor at the midway point (usually January) and then at the end of the experience (usually May or June). You must (overall) meet expectations in all areas in order to pass this course and complete your internship.

4. Upon completion of the internship you will submit a report of your activities to the Director of Clinical Services and your mentor (max 5 pages, due typically in May or end of internship contract).

This is a narrative that reviews your learning objectives and is a self-assessment of your growth and development over the course of the internship period. You will want to take into consideration the feedback you received through the evaluations and offer your insights about your future professional directions.

GRADING

Grading is a pass/fail.

If the student meets expectation on evaluations and all required assignments as assessed by the mentor and Director of Clinical Services, the student will pass the course. If any assignments are outstanding or evaluations are consistently falling below expectation, this will be grounds for failure.

Title IX

Saint Louis University and its faculty are committed to supporting our students and seeking an environment that is free of bias, discrimination, and harassment. If you have encountered any form of sexual misconduct (e.g. sexual assault, sexual harassment, stalking, domestic or dating violence), we encourage you to report this to the University. If you speak with a faculty member about an incident of misconduct, that faculty member must notify SLU's Title IX coordinator, Anna R. Kratky (DuBourg Hall, room 36; akratky@slu.edu; 314-977-3886) and share the basic facts of your experience with her. The Title IX coordinator will then be available to assist you in understanding all of your options and in connecting you with all possible resources on and off campus.

If you wish to speak with a confidential source, you may contact the counselors at the University Counseling Center at 314-977-TALK. To view SLU's sexual misconduct policy and for resources, please visit the following web addresses: www.slu.edu/here4you and <https://www.slu.edu/general-counsel>.

Disability Services

Students with a documented disability who wish to request academic accommodations must contact Disability Services to discuss accommodation requests and eligibility requirements. Once successfully registered, the student also must notify the course instructor that they wish to access accommodations in the course.

Please contact Disability Services, located within the Student Success Center, at Disability_services@slu.edu or 314.977.3484 to schedule an appointment. Confidentiality will be observed in all



inquiries. Once approved, information about the student's eligibility for academic accommodations will be shared with course instructors via email from Disability Services and viewed within Banner via the instructor's course roster.

Note: Students who do not have a documented disability but who think they may have one are encouraged to contact Disability Services.

Academic Integrity

Academic integrity is honest, truthful and responsible conduct in all academic endeavors. The mission of Saint Louis University is "the pursuit of truth for the greater glory of God and for the service of humanity." Accordingly, all acts of falsehood demean and compromise the corporate endeavors of teaching, research, health care, and community service via which SLU embodies its mission. The University strives to prepare students for lives of personal and professional integrity, and therefore regards all breaches of academic integrity as matters of serious concern.

The governing University-level Academic Integrity Policy was adopted in Spring 2015, and can be accessed on the Provost's Office website at: https://www.slu.edu/provost/policies/academic-and-course/policy_academic-integrity_6-26-2015.pdf.

Additionally, each SLU College, School, and Center has adopted its own academic integrity policies, available on their respective websites. All SLU students are expected to know and abide by these policies, which detail definitions of violations, processes for reporting violations, sanctions, and appeals. Please direct questions about any facet of academic integrity to your faculty, the chair of the department of your academic program, or the Dean/Director of the College, School or Center in which your program is housed.

Student Success Center

In recognition that people learn in a variety of ways and that learning is influenced by multiple factors (e.g., prior experience, study skills, learning disability), resources to support student success are available on campus. The Student Success Center assists students with academic-related services and is located in the Busch Student Center (Suite, 331). Students can visit <https://www.slu.edu/life-at-slu/student-success-center/> to learn more about tutoring services, university writing services, disability services, and academic coaching.

University Writing Services

Students are encouraged to take advantage of University Writing Services in the Student Success Center; getting feedback benefits writers at all skill levels. Trained writing consultants can help with writing projects, multimedia projects, and oral presentations. University Writing Services offers one-on-one consultations that address everything from brainstorming and developing ideas to crafting strong sentences and documenting sources. For more information, visit <https://www.slu.edu/life-at-slu/student-success-center/> or call the Student Success Center at 314-977-3484.

Basic Needs Security

Students in personal or academic distress and/or who may be specifically experiencing challenges such as securing food or difficulty navigating campus resources, and who believe this may affect their performance in the course, are encouraged to contact the Dean of Students Office (deanofstudents@slu.edu or 314-977-9378) for support. Furthermore, please notify the instructor if you are comfortable in doing so, as this will enable them to assist you with finding the resources you may need.



***Medical Family Therapy Program
Doctoral Internship Experience Contracts***

University Section

Name of Student:	Dates of Practicum: From: To:
Practicum Site:	Site Supervisor/Certified Health Professional: AAMFT Approved Supervisor or equivalent Yes No
Site Administrative Director	MedFT Supervisor:

The Medical Family Therapy Program agrees to assign an **AAMFT Approved Faculty Supervisor** or **Faculty Supervisor-in-Training** to serve as the university supervisor for the Ph.D. Practicum if an AAMFT supervisor or equivalent is not available at the site.

The university will:

1. Meet regularly with each practicum student for clinical supervision to discuss the practicum process, cases, and other pertinent issues related to relational practice.
2. Provide the student with all the necessary forms and reports for the practicum.
3. Contact the **Site Supervisor/Certified Medical or Allied Health Professional** at the beginning of the student's practicum to discuss the student's specific practicum experiences.
4. Telephone the Site Supervisor/Certified Medical Professional and visit the practicum site to monitor the student's progress and confer with the supervisor.
5. Provide materials for evaluation of the student and the practicum experience.

The Director of Clinical Programs of the Medical Family Therapy Program will serve as liaison to the on-site practicum supervisor.

Saint Louis University insures all students are registered in classes, practica, or internships. The Practicum student will also carry his or her own liability insurance.

Katie Heiden-Rootes, Ph.D.
Director, Clinical Services, Medical Family Therapy Program
(314) 977-8196
katie.heidenrootes@health.slu.edu

Date

Agency/Practicum Site Section

_____ accepts _____
Agency/Practicum Site **Student Name**

for a practicum in couples and family therapy/medical family therapy for _____
months and dates

The Site Supervisor agrees to the following:

1. To provide clinical/practicum experiences to the student named above who is enrolled in the Doctoral Practicum at Saint Louis University.
2. To be available if questions or concerns arise either by phone or in person.
3. To provide the student with at least one hour of supervision weekly if the site supervisor is an approved/equivalent supervisor.
4. To allow, where feasible, the student to audiotape or videotape therapy sessions for supervision.
5. To allow clinical data (records, audio recordings of sessions, video recording of sessions) from student's cases at their site to be brought to a faculty supervisor on campus for supervision. This is essential when the site supervisor is not approved by the Missouri State Board of Marriage and Family Therapy to provide supervision for individuals seeking a License in Marriage and Family Therapy or an AAMFT Approved Supervisor.
6. To contact the Director of Clinical Programs or the university supervisor if any question or concerns arise throughout the course of the Internship.
7. To complete the student evaluation forms when requested.

Designated Agency/Practicum Site Director

Date

Designated Site Supervisor/Certified Medical/Allied Health Professional
(AAMFT Approved Supervisor ___ yes ___ no)
(Missouri Board Approved LMFT Supervisor ___yes ___no)

Date

Supervisor License Number and Type

Site Address

Phone

Email

Student Section

Name of Student Printed

To persons concerned – I agree to:

1. Adhere to the policies and procedures for professional personnel in the setting of my practicum.
2. Maintain professional standards in keeping with the ethical standards of the American Association for Marriage and Family Therapy.
3. Cooperate with the site supervisor/certified medical/allied health professional in my practicum setting and with my Saint Louis University supervisor.
4. Maintain an accurate and complete log of activities as requested by the university and/or site supervisor.
5. Attend regular supervision with my faculty supervisor on campus in the event my site supervisor is not a Missouri State Approved LMFT supervisor or an AAMFT Approved Supervisor.
6. To carry liability insurance.
7. Submit required reports/evaluations in a timely manner to the site supervisor, my university supervisor, and any other agencies or persons assigned.
8. Report concerns or problems promptly and completely to site and university supervisors so that these may be resolved.
9. Attend required meetings at both the site and the university.

Date

Signature of Student

Address of Student

Email

Student Telephone Number/s

DESCRIPTION OF DOCTORAL INTERNSHIP

Provide a narrative description of the nature of this nine month internship below. Include in the description the primary focus of the internship, the activities and processes that will be engaged in during the internship, the nature of all supervision and learning activities (i.e. seminars, etc.), the type and frequency of supervision, and the methods of evaluation. Additionally, provide three goals to be accomplished during the internship. Finally, identify how this internship experience will contribute to your progress in achieving your professional goals and aspirations.

TYPE OF INTERNSHIP (check as many as apply):

- Clinical
- Supervision
- Research

If your internship will involve multiple sites, be sure to complete an internship contract for each site. In your narrative, identify the goals and objectives you will achieve in each setting. Complete the narrative description below for each site or professional focus (e.g. clinical, supervision, research, etc.). Also provide an overview of how these different settings and professional areas can be integrated into an overarching theme for your internships experience.

NARRATIVE DESCRIPTION OF INTERNSHIP (max 3 pages)

- A. Description of the site
- B. Description of the primary focus of the internship experience at that site.
- C. Description of activities and processes that will be engaged in during the internship.
- D. Description of all learning activities present in the internships experience
- E. Description of the nature of supervision
 - a. Type of supervision
 - b. Frequency of supervision
 - c. Methods of evaluation
 - d. Professional licensure and training of supervisor
- F. Identify THREE (3) primary learning objectives to be accomplished in this internship.
- G. Describe how this internship experience will contribute to your achieving your professional goals and aspirations.
- H. ***At the bottom of your narrative, create a signature block for your advisor's signature. And for Katie Heiden-Rootes, Ph.D., LMFT, Director of Clinical Services***

PROCEDURE FOR OBTAINING APPROVAL FOR YOUR INTERNSHIP

1. Complete the Description of Internship Narrative
2. Complete the Doctoral Internship Contract for the site(or sites) if you will have a multiple focus/multiple site internship.
 - a. Be sure to have the supervisor at your internship site complete and sign their portion of the contract.
3. Review this Description with your Advisor.
4. Obtain your Advisor's written approval.
5. Present these materials to Dr. Katie Heiden-Rootes, Ph.D. for final approval.

**MEDICAL FAMILY THERAPY PROGRAM
STUDENT PROFESSIONAL DEVELOPMENT:
PROFESSION WIDE COMPETENCIES EVALUATION**

Student:
Supervisor:

Date:

(Please Select One Choice for Each Question)

I. Ethical and legal standards: *Trainees are expected to:*

Be knowledgeable of and act in accordance with each of the following: the current version of the AAMFT Ethical Code of Conduct, relevant laws and regulations, and relevant professional standards and guidelines.

Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations NA/Can't Rate

Recognize ethical dilemmas and apply ethical decision-making processes in determining a course of action.

Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations NA/Can't Rate

Conduct themselves in an ethical manner in the provision of behavioral health services.

Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations NA/Can't Rate

Conduct themselves in an ethical manner in the conduct of research.

Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations NA/Can't Rate

II. Individual and cultural diversity: *Trainees are expected to demonstrate:*

Express an understanding of how their own personal/cultural history, attitudes, and biases may affect how they understand and interact with people different from themselves.

Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations NA/Can't Rate

Demonstrate knowledge of the current theoretical and empirical knowledge base as it relates to addressing diversity in all professional activities including research, and service.

Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations NA/Can't Rate

Demonstrate the ability to integrate awareness and knowledge of individual and cultural differences in the conduct of professional roles (e.g., research, services, and other professional activities). This includes the ability to apply a framework for working effectively with areas of individual and cultural diversity not previously encountered over the course of their careers.

Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations NA/Can't Rate

Demonstrate the requisite knowledge base, and apply this approach effectively in their professional work.

Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations NA/Can't Rate

III. Professional values and attitudes: *Trainees are expected to:*

Conduct oneself that reflects the values and attitudes of mental health professionals, including integrity, department, accountability, and concern for the welfare of others.

Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations NA/Can't Rate

Engage in self-reflection regarding one's personal and professional functioning; engage in activities to maintain and improve performance, well-being, and professional effectiveness.

Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations NA/Can't Rate

Actively seek and demonstrate openness and responsiveness to feedback and supervision.

Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations NA/Can't Rate

Respond professionally to complex situations, e.g., seek consultation, manage personal reactions, incorporate legal and ethical considerations.

Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations NA/Can't Rate

Complete work in a timely manner (e.g., case notes, scheduling, deadlines for tasks).

Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations NA/Can't Rate

Attend classes, supervision, seminars and/or research meetings as required.

Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations NA/Can't Rate

IV. Communication and interpersonal skills: *Trainees are expected to:*

Develop and maintain effective relationships with a wide range of individuals, including colleagues, organizations, supervisors, supervisees, and those receiving professional services.

Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations NA/Can't Rate

Produce and comprehend oral, nonverbal, and written communications that are informative and integrated; demonstrate a basic grasp of professional language and concepts.

Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations NA/Can't Rate

Demonstrate effective interpersonal skills and the ability to engage in difficult communication.

Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations NA/Can't Rate

Proactive in corresponding with providers or other team members to both follow-up on a patient's overall care and receive warm handoffs/consultations.

Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations NA/Can't Rate

V. Assessment: *Trainees are expected to demonstrate the following competencies:*

Select and apply assessment methods that draw from the empirical literature and that reflect the science of measurement and psychometrics; collect relevant data using multiple sources and methods appropriate to the identified goals and questions of the assessment as well as relevant diversity characteristics of the service recipient.

Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations NA/Can't Rate

Interpret assessment results, following current research and professional standards and guidelines, to inform a systemic case conceptualization, classification, and recommendations.

Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations NA/Can't Rate

Communicate orally and in written documents the findings and implications of the assessment in an accurate manner sensitive to patient(s) and within a systemic and relational frame.

Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations NA/Can't Rate

Demonstrate the ability to conduct several measures for screening relevant concerns of patients and to the referring physician or healthcare professional.

Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations NA/Can't Rate

VI. Intervention: *Trainees are expected to demonstrate the ability to:*

Establish and maintain effective relationships with the recipients of behavioral health services.

Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations NA/Can't Rate

Identify the evidence base for a selected intervention.

Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations NA/Can't Rate

Generate an evidence-based case conceptualization and intervention plans specific to the service delivery goals

Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations NA/Can't Rate

Incorporate supervisor's and patient's feedback in conceptualization and interventions with patient.

Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations NA/Can't Rate

Implement interventions informed by the current scientific literature, assessment findings, diversity characteristics, and contextual variables.

Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations NA/Can't Rate

Modify and adapt evidence-based approaches effectively when a clear evidence-base is lacking,

Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations NA/Can't Rate

VII. Supervision: *Trainees are expected to:*

Demonstrate knowledge and ethical practice of supervision models and practices.

Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations NA/Can't Rate

Establish and maintain effective relationships with supervisees.

Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations NA/Can't Rate

Overall Rating of the student's performance at this site:

Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations NA/Can't Rate

VIII. Narrative Summary

Strengths

[Click here to enter text.](#)

Areas of Growth

[Click here to enter text.](#)

I certify that I have observed at least 1 hour of this student's clinical or supervision work (live or recorded) during this evaluative period.

Yes No

[Click here to enter text.](#)

[Click here to enter text.](#)

Clinical Supervisor Signature

Student Signature