

# CLINICAL TRAINING AGREEMENT

BETWEEN

SAYBROOK GRADUATE SCHOOL AND RESEARCH CENTER  
SAN FRANCISCO, CA

PROGRAM IN

MARRIAGE AND FAMILY THERAPY

(MFT)

and

Total Health Education

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Name of Agency

*Amie Lefort*

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Student's Name

**IN THE COORDINATION OF THE CLINICAL PLACEMENT EXPERIENCE  
FOR STUDENT-TRAINEES IN MARRIAGE AND FAMILY THERAPY**

Date: 10.1.4

**STATEMENT OF INTENT**

This Clinical Training Agreement is a collaborative and mutual understanding between

Saybrook Graduate School and Research Center

hereinafter referred to as the MFT Program and/ or Saybrook

and

\_\_\_\_\_ Total Health Education \_\_\_\_\_

**NAME OF AGENCY**

hereinafter referred to as "Agency"

for providing high quality field placement experience to student-trainees in the master's degree program in psychology for Marriage and Family Therapy at Saybrook.

This affiliation is reflective of the intent by both Saybrook and Agency to promote high quality clinical training in relationship therapy through coordinated training objectives, enhanced supervisory experience, and professional identity.

Address

*Saybrook Graduate School:*

MFT Program  
Saybrook Graduate School  
450 Pacific, 3<sup>rd</sup> Floor  
San Francisco, CA 94133  
Phone (415) 433-9200  
Fax (415) 433-9271  
E-mail [MFT@saybrook.edu](mailto:MFT@saybrook.edu)

Agency: Name of Agency Total Health Education  
Supervisor's Name Douglas H. RUBEN, PhD  
Address 2627 N. East Street  
City Lansing State MI Zip Code 48906  
Phone Number 866-484-7700  
Fax Number 517-484-7990  
E-mail RUBEN2006@AOL.COM  
Website \_\_\_\_\_

Description of Agency:

*Court ordered Counseling in criminal sexual conduct, domestic violence, substance abuse, assaultive behaviors and property crimes*

## II. TERMS OF THE CLINICAL TRAINING AGREEMENT

### General Understanding

1. This clinical training affiliation between Saybrook's MFT Program and the Agency will be in effect for one academic semester (renewable) or until terminated by either or both parties.
  - a. Amendments may be made by either party at any time during the extent of this understanding. Such amendments will be made in writing and signed by each party.
  - b. Both Saybrook and the Agency will review and revise as necessary the terms of this affiliation prior to its renewal.
2. Since this is an affiliation between Saybrook and the Agency to provide students with clinical experience and training, it is understood that the students are not required nor expected to recruit clients for the Agency as part of their clinical placement.
3. The Agency is non-profit and thereby qualifies as an approved setting for MFT Trainees. (type of setting)
4. All qualifying students of the MFT Program are eligible to apply for clinical placement at the Agency. The Agency will select appropriate students for their training programs through its own application and selection process.
  - a. The students will be expected to apply for a traineeship with the Agency according to the procedures and the process required by the Agency.
  - b. The students will be expected to adhere to the Agency's administrative and clinical policies and procedures.

### III. GENERAL INFORMATION

1. The Agency accepts applications from students throughout the year, or as specified below:
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- a. The contact person at the Agency is

Donald Wilde 517-484-7700  
Name Phone #

2. The length of the clinical placement at the Agency will be a minimum of \_\_\_\_\_ months and a minimum of \_\_\_\_\_ hours per week.

- a. Days and times during the week when students are expected to be at the Agency are the following:

Tuesday 3-8, Thursday 3-8

- b. The Agency provides clinical supervision in the evenings or on weekends.

Yes \_\_\_\_\_ No

3. In addition to clinical supervision the Agency will provide students with the following training:
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4. The students are required to receive personal psychotherapy during the period of their training at the Agency.

Yes \_\_\_\_\_ No

5. The students are required to pay a training fee to the Agency.

Yes \_\_\_\_\_ No

6. The Agency will provide the students with professional insurance.

Yes \_\_\_\_\_ No

7. The supervisor has a current professional liability insurance policy.

Yes  No \_\_\_\_\_

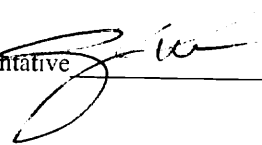
*\*Please attach a copy of the Supervisor's professional liability insurance policy showing company name and address, limits of coverage, and effective dates of the policy.*

#### IV SIGNATURES

This understanding of the clinical training affiliation between the University's MFT Program and the Agency has been formulated and approved by:

Director, MFT Program \_\_\_\_\_ Date \_\_\_\_\_

William K. Bruff

Agency's Representative  \_\_\_\_\_ Date 10-12-04

# APPENDIX

## SAYBROOK'S CONTRIBUTION

### A. Approval of Training Status of Students

Saybrook's MFT Program will approve the students' preparedness for clinical experience. The Program will designate the students with "MFT Trainee" status after they have completed 12 semester units of the MFT masters program, and have been approved by the faculty for clinical training.

Saybrook will confirm that trainees are registered in courses including the Practicum. During the two semesters of their field placement experience they will be enrolled in a practicum course. Saybrook will notify the Agency when a student in the Agency's training program has withdrawn from the master's program or is not qualified for any reason determined by Saybrook to continue in a field placement. If students take longer than two years to complete their degree, they may continue to earn hours at the Agency, but those will not be considered "practicum" hours.

### B. Preparation of Students for Field Placement

We will orient and inform the students regarding the MFT Program's expectations and the state's license requirements regarding field placement experience. The Program will provide the students with information on how to acquire required forms.

### C. Provide Liaison between Agency and Saybrook Graduate School

The MFT Program will facilitate communication between the student's clinical supervisors at the Agency, and their practicum instructors at Saybrook through the Program's coordinator.

### D. Distribution of Information about Agency

The MFT Program will make available to its students information about the Agency and recruitment announcements from the Agency.

### E. Update Agency on State Laws and Regulations

The MFT Program will provide its students and the Agency with information about changes in regulations regarding marriage, family, and child therapists.

### F. Obtain Written Evaluations from Students of the Agency

The MFT program will elicit written evaluations from the students regarding their training experience at the Agency, and upon request will provide copies of these evaluations to the Agency.

G. The MFT Program requires that students be knowledgeable about the laws and regulations relating to the practice of marriage, family and child counseling in California.

H. The MFT Program and the Agency will expect that the students abide by the ethical standards of the California Association of Marriage and Family Therapists. The students will be provided with these standards by the MFT Program as part of their coursework.

## DESIRED OR REQUIRED CONTRIBUTIONS BY THE AGENCY

### A. Assign Students Direct Clinical Experience

The Agency will involve the students in clinical assignments that include direct client contact in the role of counselor and/or therapist.

### B. Assign Cases Consistent with the Student's Level of Experience

The Agency will assign students cases and clinical duties that are consistent with the student's level of experience and competence.

### C. Evaluate Qualifications of Clinical Supervisors

The Agency will determine that the clinical supervisors assigned to supervise MFT Trainees have the appropriate training, experience and qualifications.

### D. Verify the Clinical License of Supervisors

The Agency will verify that the clinical licenses of its supervisors are current.

### E. Allow Presentation of Cases in Classes

The Agency will allow students to present clinical cases treated at the Agency in their practicum classes at Saybrook. Identifying client data will be changed to protect client confidentiality.

### F. Provide documentation of Setting

The Agency will provide the MFT Program and students copies of documents that verify that the Agency is an approved setting for MFT Trainees as designated by state licensing laws if the Agency is a non-profit/charitable organization or a licensed health facility.

### Evaluation of Training Progress

G. The Agency will provide the students with ongoing feedback and evaluation of their training progress.

H. At both the midpoint and at the end of each semester the students' supervisors will complete a written evaluation of each student's progress using forms provided by the MFT Program. These written evaluations are required by the Program for completion of the practicum course.

### Clinical Supervisors

I. The clinical supervisors of the Agency will sign for each student under their supervision the Responsibility Statement for Supervisors of a MFT Intern or Trainee form, and will provide the student with the original copy. It is the responsibility of the student to obtain the supervisor's signature and to obtain this form for future filing.

J. The clinical supervisors of the Agency will review and sign the Weekly Summary of Hours of Experience form for each of the students under their supervision. These forms will be provided by the student. It is the responsibility of the student to obtain the supervisor's signature on a weekly basis and to retain these forms for record purposes.

K. The clinical supervisors of the Agency will complete and sign the MFT Experience Verification form for each student under their supervision upon completion of the supervisory relationship. The student will keep the original copy for future submission to the state licensing board. This form is obtained by the students from the Board of Behavioral Sciences.

### Clinical Supervision

- L. The Agency, through its clinical supervisors, will provide each student with one hour of individual supervision and/or two hours of group supervision during each week that the students claim hours of experience. Group supervision will not include more than eight supervisees.
  - a. When the clinical supervisor is unavailable for any given week, the students will receive supervision from another qualified licensed professional as arranged by the Agency.
  - b. The primary clinical supervisor may verify the hours of experience received by the students from a substitute licensed professional.
- M. The students will receive an average of at least one direct supervision contact for every five hours of direct face-to-face client contact.



SAYBROOK GRADUATE SCHOOL AND RESEARCH CENTER  
SAN FRANCISCO, CA 94133

MARRIAGE AND FAMILY THERAPY

TRAINEE AGREEMENT

(415) 433-9200

Dear Supervisor,

The Marital and Family Therapy Master's Degree Program at Saybrook Graduate School and Research Center is pleased that you have accepted our student as a trainee.

Our MFT Program requires students to devote a minimum of eight (8) hours per week, under the supervision of a licensed professional (MFT, L.C.S.W., Psychologist or Psychiatrist), in addition to two (2) hours per week in a facilitated dialogue group which will include other trainees.

We appreciate the guidance and assistance you will be giving our trainees as they prepare for a career in family therapy. An evaluation form will be presented to you in the middle and at the end of each academic semester so you can keep us apprised, in writing, of the trainee's strengths, needs and overall progress.

Sincerely,

William K. Bruff, *Director*  
MFT Program

STUDENT'S SIGNATURE *Amie Lefort*  
STUDENT'S NAME *Amie Lefort*  
*(Print)*  
SUPERVISOR'S NAME *Douglas Rubin PhD.*  
SUPERVISOR'S LICENSE NO. *005858*  
SUPERVISOR'S PHONE NO. *517.347.0944*  
NAME OF AGENCY *Total Health Education*  
DATE *10.1.4*