MFT PRACTICUM AGREEMENT

As criteria for beginning to provide clinical services at the Family Therapy Center of Virginia Tech, via practicum (HD 5964), students must agree to the following stipulations:

1. Agree to abide by the AAMFT Code of Ethics and complete a criminal background check;
2. Serve 12 clock hours per week minimum and serve from the beginning of their second semester to May of their fourth semester (including summer sessions);
3. Complete 1000 client contact hours (including internship) prior to graduation (50% of which must be relational), including 200 hours at the Family Therapy Center;
4. Complete 200 hours of supervision (including internship) prior to graduation as outlined in Policies & Procedures. These 200 hours must be from Approved Supervisors or equivalents;
5. Before the end of the first year, transfer up to 500 hours from the master’s program into the doctoral program;
6. Complete case notes within 48 hours of client contact (intake record, mental status exam, case action sheet, progress notes, client information form, therapy agreement, client payment plan);
7. Complete billing procedures immediately after sessions;
8. Coordinate evening appointments so that no therapist works with clients alone at the Center;
9. Provide coverage for clients during holidays and breaks. It is not acceptable to postpone client contact until after holidays or university breaks;
10. Record appointments promptly in the appointment book and use the assigned room. Maintain time restraints as much as possible out of respect for the next therapist and client scheduled to use the room;
11. Close client files promptly;
12. Maintain confidentiality of clients. Be certain that your conversations in the therapists’ office cannot be overheard in the waiting room;
13. Manage client affairs professionally. No children may be left unattended in the Center while you see clients. Center staff are not to be used directly or indirectly, for the purpose of supervising children;
14. Observe the checklist of procedures for closing the suite and building as outlined in Policies and Procedures;
15. Complete a self-evaluation by the first day of each semester’s exam week;
16. Complete client contact and supervision forms monthly;
17. Client files, recordings, or other material are not to be removed from the building.

I further affirm that I have read and understood the most recent version of the Family Therapy Center Policies and Procedures and agree to comply with its strictures, including, but not limited to, the following:

- Client Record Management
- Client Payment and Financial Information Procedures
- General Clinical Protocols
- Emergency Procedures

I recognize that failure to comply with these policies may result in negative evaluations, legal action, or dismissal.

Please Note:
You may not begin seeing clients until you have submitted this signed form to the Clinical Training Director.

____________________                         ________________  ___________________
Date                                             Signature

Invent the Future

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
An equal opportunity, affirmative action institution