

# Lewis & Clark Graduate School of Education and Counseling



“We are a community that commits itself to diversity and sustainability as dimensions of a just society” --*Lewis and Clark Mission Statement*

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## MCFT 591 – Professional Development Seminar (1 credit) SUMMER 2022

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<b>Day/Time/Location</b>	<b>Section 11:</b> Tuesdays 9:00am-1:00pm York 101 <b>Section 12:</b> Tuesdays 11:00am-3:00pm; York 101
<b>Course Instructor &amp; Contact Info</b>	Dr. Chelsey Torgerson (she/her) Email: <a href="mailto:torgersonc@lclark.edu">torgersonc@lclark.edu</a> Phone: 503.768.6303 Rogers 327
<b>Office Hours</b>	By appointment only; email to schedule

### CATALOG DESCRIPTION

This 1-credit seminar course provides a capstone experience in developing professional skills to prepare students for entry level career development and clinical practice in the field of family therapy. Students will self-reflect on their own social locations and consider how to build their career practices in ways that demonstrate attention to social justice and cultural democracy. This course will cover career related topics such as: AMFTRB practice exam preparation and successful achievement of a passing score, the OBLPCT licensing process, resume writing, cover letter writing, professional disclosure writing, exploring post-graduation MFT positions and career options, building a private practice, clinical membership, and engaging in professional MFT networks.

### Prerequisites:

**Credits:** 1 semester hour.

### MCFT STUDENT LEARNING OUTCOMES

This course promotes the following student learning outcomes:

- SLO 2.1** Students self-reflect on the implications of own and others’ social location in clinical practice.
- SLO 2.2** Students’ clinical practice demonstrates attention to social justice and cultural democracy.
- SLO 4.1** Students apply ethical decision-making processes to clinical dilemmas.
- SLO 4.2** Students provide competent service according to the AAMFT code of ethics and core competencies.
- SLO 4.3** Students demonstrate integration of family therapy theory, equity, and social location in clinical practice.

## COURSE OBJECTIVES

As a result of this course students will:

1. Engage in self-reflection on one's social location in ways that helps the student formulate an approach to family therapy practice that demonstrates attention to social justice and cultural democracy.
2. Prepare for and pass the AMFTRB practice exam by applying their knowledge of family therapy theories, developing skills, and understanding of systemic clinical processes to treatment planning and practice of marriage, couple, and family therapy.
3. Develop knowledge about the process and activities involved in obtaining full Oregon LMFT licensure.
4. Develop a working knowledge of the ethical and legal implications of continuing education, professional development, licensure, and post-master's supervision.
5. Develop professional presentation and interaction skills and resume, cover letter, and professional disclosure writing skills.
6. Become acquainted with basic processes associated with developing a private practice, including conducting a competitive market analysis, niche development, advertising and clinical marketing, HIPAA requirements, and learning how to access resources directed at developing a small business.
7. Develop strategies for maintaining a professional identity as a marriage and family therapist with a focus on the ways that active participation in professional organizations shape both the individual practitioner and the field of MFT.

## COURSE TEXT:

Guise, R.W. (2015). *Study guide for the marriage and family therapy national licensing examination*.

Jamaica Plain, MA: The Family Solutions Institute-Boston. (<https://familysolutionsinstitute.com/mft-university-programs#LewisandClarkCollege>)

MCFT Program Handbook – Professional Development Portfolio (Appendix C, pp. 66-68).

<https://graduate.lclark.edu/live/files/32846-mcft-handbook-2021-2022pdf>

## RECOMMENDED TEXT:

Rambo, A., Boyd, T.V., & Marquez, M.G. (2016). *The marriage and family therapy career guide: Doing well while doing good*. New York, NY: Taylor & Francis.

## COURSE OBJECTIVES, STUDENT LEARNING OUTCOMES, AND EVALUATION ACTIVITIES

Course Objective	MCFT Student Learning Outcomes	AAMFT Core Competencies & AMFTRB task statements	Evaluated by
1. Engage in self-reflection on one's social location in ways that helps the student formulate an approach to family therapy practice that demonstrates attention to social justice and cultural democracy.	SLO 2.2 SLO 2.2	CC 1.2.3 TS 06.04	Class participation (group discussion)  Philosophy of therapy paper
2. Prepare for and pass the AMFTRB practice exam by applying their knowledge of family therapy theories, developing skills, and understanding of systemic clinical processes to treatment planning and practice of marriage, couple, and family therapy.	SLO 4.1 SLO 4.2	CC 5.1.1	MFT Practice Exam
3. Develop knowledge about the process and activities involved in obtaining full Oregon LMFT licensure.	SLO 4.2	CC 5.1.1	Class participation  Guest presentation from OBLPCT

4. Develop a working knowledge of the ethical and legal implications of continuing education, professional development, licensure, and post-master's supervision.	SLO 4.2	CC 5.1.2 CC 5.2.1	Class participation  Lecture
5. Develop professional presentation and interaction skills and resume, cover letter, and professional disclosure writing skills.	SLO 4.2	CC 5.1.1	Professional resume  Professional Disclosure Statement
6. Become acquainted with basic processes associated with developing a private practice, including conducting a competitive market analysis, niche development, advertising and clinical marketing, HIPAA requirements, and learning how to access resources directed at developing a small business.	SLO 4.2	CC 5.1.1.	Class participation  Guest presentation on private practice
7. Develop strategies for maintaining a professional identity as a marriage and family therapist with a focus on the ways that active participation in professional organizations shape both the individual practitioner and the field of MFT.	SLO 4.2	5.1.1.	Class participation  Statement of professional goals

## ASSIGNMENTS

### 1) Attendance, participation, disposition

- Because of the brief nature of the course, full attendance is required. Arriving late and leaving early will incur a loss of points. As per CTSP attendance policy, missing more than 3 hours of class will result in a failing grade.
- Come to class prepared to contribute to in-class discussion and demonstrate the ability to be open about discussing the impact of your comments on your peers.
- Display respectful curiosity towards your colleagues and the instructor.
- Demonstrate active listening and the ability to recognize and use subtle non-verbal communication cues to assess your impact on others.
- Participation in small group discussions and activities is required.

### 2) Statement of Professional Goals

Identify a minimum of three professional goals that you wish to pursue upon completion of your degree. What do you wish for your career ahead? How do you hope to use your degree? Identify the populations, treatment areas, and work settings that might be suit your interests. Identify professional organizations you are interested in joining and serving in, additional professional certifications you might pursue, and specific professional development activities that can support your career development (i.e., supervision groups, other networking opportunities, etc.). You will upload a copy of these goals to TaskStream as a part of your professional development portfolio.

### 3) Philosophy of Therapy Paper

- Develop a philosophy of therapy paper as described in the professional development portfolio of the MCFT Program Handbook (Appendix C). Reflection on your clinical work during the past year to help you identify and articulate your theoretical assumptions and therapeutic approach.
- This paper should be 1-2 pages, single spaced, and organized with the following four headings: **Role of the Therapist, Nature of Humans, Nature of Problems, and Nature of Change.**
- Role of the Therapist – How do you understand the role that you play as a therapist in the therapeutic system? What metaphors speak to your conceptualization of the therapist's role? Do you view

yourself as a guide, conversational partner, coach, dance partner, mirror, etc. What values undergird your view of the therapist's role? How do you manifest these values in your work?

- **Nature of Humans** – What is your view of humans? Are humans inherently resilient and ever evolving? Is there a “core” self, or do you view people through a relational and systemic lens? What do humans seek? What do humans need? What role does identity, acceptance, and belonging play in the human experience? How do lived experiences shape identity construction? What role does meaning making play in the human experience?
- **Nature of Problems** - How do problems become problems? How are problems constructed? How are problems maintained? How does a sociocultural and relational lens orient you to view problems? How do you apply your systemic lens to thinking about problems?
- **Nature of Change** - What constitutes change? How does the process of change happen? What do humans need in order to change? How do you therapeutically facilitate the process of change? How do you measure and assess change? What is your role and therapeutic stance?
- To help you compose your paper, think about the clinical cases that have impacted the way you think and practice most. What was unique about those cases? What theoretical framework or modalities helped you think about the work? What were some pivotal shifts in your learning process? What enabled this?
- Include 8-10 academic references. You may draw from any of the texts and articles that you have read throughout the program, but feel free to include others outside of this.
- Use APA formatting guidelines for headings and citations, and include a reference page.
- You will upload a copy of your paper to TaskStream as a part of your professional development portfolio.

#### 4) Resume

- Resumes will be workshopped in class on **May 17th**. Update your resume and be prepared to share it and give feedback to one another in class.
- Upload a copy of your resume to TaskStream as a part of your professional development portfolio.

#### 5) Professional Disclosure Statement

- Professional disclosure statements will be workshopped in class. Please bring a copy of your professional disclosure statement to share with peers in class on **May 20<sup>th</sup>**. Refer to the following website for more information about what a PDS for Registered Interns should include:  
<https://www.oregon.gov/oblpc/Pages/PDS.aspx>
- Upload a copy of your PDS to TaskStream as a part of your professional development portfolio.

#### 6) AMFTRB practice exam equivalent produced by Family Solutions Institute (FSI)

- **You must take this practice exam independently without the use of any texts or notes and show evidence of passing it prior to the end of the semester. PLEASE BE SURE TO PRINT A SCREEN SHOT OF A PASSING SCORE (70% OR BETTER) IMMEDIATELY UPON RECEIVING YOUR TEST RESULTS.**
- **Upload a copy of this to TaskStream as a part of your professional development portfolio.**
- **To access the practice exam:** Locate *Lewis and Clark College* on the MFT Program page of the Family Solutions Institute website (<https://familysolutionsinstitute.com/>). Students can purchase any of the packages listed under Lewis and Clark College; however, students must – at minimum – purchase the “exam access” for \$100.00.
- You are encouraged to form study groups outside of class as we will not focus on exam preparation in class. People report studying on average 2-3 hours per day for three months when preparing to take the actual exam. People also report that it is advantageous to take the exam as soon after graduation as possible. The more time that elapses between when a person completes their degree

and takes the exam, the more difficult it can be to take and pass it. Therefore, take the time now to prepare for the actual licensing exam, because you will be permitted to sit for it as soon as October 2022.

- You may also take the FSI practice exam as many times as you wish, but you must do so independently without the aid of peers or materials. Each attempt at taking the practice exam will give you a different iteration of the test, and the more you take the exam, the better prepared you will be to take the actual licensing exam. You will also be provided with analytic feedback about how you perform on the exam, each time you take it. This practice exam is a resource for you. Take advantage of it because you will not have access to it after the semester ends.

#### 7) Clinical Portfolio Analysis via “Client Demographic Survey”

- At this point in your professional development, you have worked with a broad array of treatment issues and clientele, and it is useful for you to closely examine and know what your “clinical portfolio” looks like as you launch into your post-master’s career. This will enable you to speak more directly to your clinical experience, knowledge, and strengths when interfacing with potential employers and future clients.
- Last semester, the MCFT program sent a link to a google survey titled, “Client Demographic Survey”. In this survey, you were asked to report (to the best of your ability), the demographics of the clients you have worked with and the array of treatment issues you have worked with up until now. You will use the data you reported to create graphs of your clinical portfolio. We will go through this in class.

#### 8) Completion of Your Professional Development Portfolio

- In addition to the items above, you need to ensure that you have uploaded: 12-Step paper, volunteer hours, evidence of AAMFT membership, and documentation of completing 12 hours of personal therapy.
- **Deadlines for uploading all required professional development portfolio items to Taskstream** are **July 8<sup>th</sup>** for the July 22<sup>nd</sup> degree posting and **August 12<sup>th</sup>** for the August 26<sup>th</sup> degree posting. This is mandatory in order for you to receive your degree.
- You will also need to complete a **checkout appointment** with CTSP Office Staff, between **June 17<sup>th</sup> - July 8<sup>th</sup>** for the July 22<sup>nd</sup> degree posting deadline and **August 12<sup>th</sup>** for the August 26<sup>th</sup> posting deadline. You can schedule these appointments beginning June 1<sup>st</sup>.
  - To schedule your check out appointment: Email CTSP Office Staff ([ctsp@lclark.edu](mailto:ctsp@lclark.edu)) Make sure that your professional development portfolio on TaskStream has been completed at least a week in advance of your appointment with CTSP Office Staff.
  - During your checkout meeting, CTSP Office Staff will use the graduation checklist to confirm that you have completed all program requirements. A copy of this checklist is included at the end of this syllabus.
  - Ensure all clinical training paperwork: Supervisee evaluations and goals sheets, have been uploaded to TaskStream.
  - Ensure all semester summary logs have been emailed to CTSP Office Staff, or submitted on day of checkout appointment.

### EVALUATION AND GRADING

Grade is Credit/No Credit. To pass, students must meet attendance requirements, actively engage in the activities described above, submit evidence of successfully passing the Family Solutions Institute MFT practice exam by achieving a score of 70% or higher, and submit all professional development portfolio requirements as specified in Appendix C of the MFT program handbook, to TaskStream.

## CTSP DEPARTMENTAL ATTENDANCE POLICY

Class attendance is expected and required. Any missed class time will be made up by completing extra assignments designed by the instructor. Missing more than ten percent of class time may result in failure to complete the class. This would be 4.5 hours of a 45 hour class (3 credits), 3.0 hours for a 30 hour class (2 credits) or 1.5 hours for a 15 hour class (1 credit.) In case of extreme hardship and also at the discretion of the instructor, a grade of incomplete may be given for an assignment or the entire course. In such cases, the work to be submitted in order to remove the incomplete must be documented appropriately and stated deadlines met. Students are expected to be on time to class and tardiness maybe seen as an absence that requires make-up work.

## SPECIAL ASSISTANCE/ACCOMMODATIONS

If you have a disability that may impact your academic performance, you may request accommodations by submitting documentation to the Student Support Services Office in the Albany Quadrangle (503-768-7192). After you have submitted documentation and filled out paperwork there for the current semester requesting accommodations, staff in that office will notify me of the accommodations for which you are eligible. Because our course delivery will be online this summer, it is particularly important that you talk to me soon about accommodations and needs.

During this summer term, Student Support Services may offer in-person appointments, but they also continue to be available via email ([access@lclark.edu](mailto:access@lclark.edu)) or by phone (503-768-7192). While they aren't answering the phone directly, if you call and leave a message, they will call you back. You can also make an appointment on line via their website: [lclark.edu/offices/student\\_support\\_services/](http://lclark.edu/offices/student_support_services/)

## COURSE STRUCTURE AND SCHEDULE

In addition to working on required professional portfolio items, each week we will have guest presentations on professional development related topics such as MFT licensing, private practice building, agency and community oriented practice, etc.

*\*Topics may be added/revise as determined by class needs. Schedule may also be revised as needed.*

Week / Date	Topic/Presentations	Items Due
Week 1 5/10/2021	Course introduction Syllabus review Articulating your values, needs, and professional goals Philosophy of therapy paper	
Week 2 5/17/2021	Professional resume  <b>Guest presentation: Starting a Private Practice</b> (Taylor Kravitz, MA, LMFT)	Be prepared to share a copy of your current resume with colleagues  Bring your client demographic data to analyze.
Week 3 5/24/2021	Philosophy of therapy paper Professional Disclosure Statement  <b>Guest presentation: Oregon licensing process</b> (Lonnie Knotts, OBLPCT)	Be prepared to share a copy of your current Professional Disclosure Statement (PDS) with colleagues  Download the "Internship Registration" paperwork to follow along with Lonnie Knotts while he explains the Oregon MFT licensing process. <a href="https://www.oregon.gov/oblpct/Pages/Apply.aspx">https://www.oregon.gov/oblpct/Pages/Apply.aspx</a>

<p>Week 4 5/31/2021</p> <p><b>LAST DAY OF CLASS!!!</b></p>	<p>Professional Development/ Continuing Education Diversifying your career</p> <p><b>Guest presentation: Working in Community Mental Health and other Agency Settings</b></p>	<p>Complete in class via emailed link:</p> <ul style="list-style-type: none"> <li>- Exit interview survey</li> <li>- MCFT 591 course evaluation</li> </ul>
<p><b>IN ORDER TO GRADUATE:</b></p>		
<p><b>For July 22<sup>nd</sup> degree posting:</b></p> <ul style="list-style-type: none"> <li>- <b>June 1<sup>st</sup></b> Begin to schedule a checkout appointment with CTSP Office Staff. Check out appointments will take place between <b>June 17 – July 8<sup>th</sup></b>.</li> <li>- All items in last column must be completed at least one week before checkout appointment.</li> <li>- Deadline for items in last column is <b>July 8<sup>th</sup></b></li> </ul> <p><b>For August 26<sup>th</sup> degree posting:</b></p> <ul style="list-style-type: none"> <li>- Schedule a checkout appointment with CTSP Office Staff when you are done the required items in the left column.</li> <li>- Deadline for scheduling a checkout appointment is <b>August 1<sup>st</sup></b>.</li> <li>- Deadline for items in last column by <b>August 12<sup>th</sup></b></li> <li>- Deadline for completing checkout appointments <b>August 12<sup>th</sup></b></li> </ul>		<p><b>Upload to TaskStream:</b></p> <ul style="list-style-type: none"> <li>- Statement of professional goals</li> <li>- Resume</li> <li>- Philosophy of therapy paper</li> <li>- PDS</li> <li>- MFT Practice exam (FSI)</li> <li>- 100 volunteer hours</li> <li>- 12 hrs personal therapy</li> <li>- AAMFT membership for all years in program</li> <li>- 12-step meeting summary paper</li> <li>- (MCFT 582 clinical training paperwork for ALL SEMESTERS – Supervisee evaluations, goals sheets, complete supervisor evaluations on TS)</li> </ul> <p><b>Email to CTSP Office Staff:</b></p> <ul style="list-style-type: none"> <li>- All hour logs</li> <li>- Externship site evaluation (form on Moodle)</li> </ul> <p><b>Required for checkout appointment with CTSP Office Staff:</b></p> <ul style="list-style-type: none"> <li>- See graduation checklist form on page 11 of this syllabus</li> </ul>

**Lewis & Clark College**  
**Department of Counseling Psychology – MCFT Program**

**The Professional Development Portfolio – 2021-2022**

As part of your degree program, you are required to upload a portfolio on taskstream.com that documents your experience and growth as a helping professional. You will receive guidance on how to complete this requirement in introductory classes and in meetings with your advisor. The portfolio will include the items listed below and evaluations of key assignments in designated classes. This allows the program and you to track your progress as a developing marriage, couple, and family therapist. Instructions for when to post these items will be discussed in class.

Required Information

**1. A professional resume or CV**

**2. Philosophy of Therapy statement (1 to 2 pages max)**

**3. Statement of Professional Goals**

Indicate your professional goals. What do you hope to be doing professionally when you complete your degree? Identify the populations and problems with which you want to work, as well as the settings in which you wish to work.

**4. Professional Disclosure Statement**

You will learn how to do these in your final internship class.

**5. Documentation of volunteer/professional development hours**

a) 100 hours of volunteer /professional development work earned within the last 5 years prior to entering the program or accumulated in the community during your graduate program. The purpose is to (1) gain experience working and engaging with people from diverse, international, multicultural, marginalized, and/or underserved communities, including (but not limited to) race, age, gender, ethnicity, sexual orientation, gender identity, socioeconomic status, disability, health status, religious, spiritual, and/or political beliefs, nation of origin or other relevant social categories, immigration or language, and (2) contribute socially responsible services and advocacy that advance individual, couple, family, group, and community well-being across any and all living systems, including volunteer experience with non-profit organizations whose mission is to assist animals and the protection of the environment. Volunteer services at the Lewis and Clark Community Counseling Center is also encouraged. **Regardless of setting, all volunteer/professional development experiences must include significant interpersonal activity.**

For each volunteer experience write a brief summary that includes the following:

- The organization which provided the opportunity and support
- Your role and responsibilities
- Your clientele or to whom you provided services
- Length of time (specific dates)
- The number of hours of direct service
- The nature and frequency of supervision or mentoring received
- How your work contributed to the purposes described above
- The specific skills you learned in working with other humans, other beings or the environment
- A signature from a supervisor confirming the information above



- Your signature

## **6. Membership to the American Association for Marital and Family Therapy (AAMFT).**

(upload proof of membership)

## **7. Documentation of Personal Therapy**

Document at least 12 hours of personal counseling (individual, couple, family, or group).

Documentation does not require you to reveal any personal material, but does require both you and your professional mental health provider to sign a statement indicating that you completed at least 12 hours of personal counseling. This personal work should be completed by the end of your first three semesters in your degree program. The Department will also accept documentation of personal counseling completed prior to admission to the Counseling Psychology program. If you want information or advice about how and where you can obtain this experience, your advisor will be happy to discuss options with you.

## **8. 12-Step Program Attendance**

Preparation to work effectively with clients impacted by the full range of presenting problems includes acknowledging the importance of both mental health issues as well as the substance use disorders that often co-occur with mental health problems. Because community-based, 12-step groups serve as vital supports to effective treatment efforts, all students are required to attend a minimum of four meetings of various 12-step oriented groups held in their communities. (By having the experience yourself, you should be more able to empathize with a client who may be involved in the recovery community or anticipating attending a meeting for the first time. In addition, you will be able to give basic information to clients about how to contact 12-step groups, where to go, and what to expect.)

Upload a one-page, single-spaced summary of each of the separate meetings attended. Include the type, address, and time of the meeting and an assessment of the behavioral, cognitive, social, and affective elements/activities observed at the meetings as well as the student's own personal reactions and feelings. Provide a signed letter from the meeting group leader confirming your attendance .

Meeting Requirements. Students should attend only meetings that are listed as open to the public. Contact information for specific groups concerning meeting schedules and locations is readily available in the Yellow Pages and via the Internet.

- One meeting of Alcoholics Anonymous
- One meeting of Narcotics Anonymous
- One meeting of Alanon
- One meeting of another 12-step oriented group such as Cocaine Anonymous, Overeaters Anonymous, Gamblers Anonymous, Adult Children of Alcoholics (ACOA), Codependents Anonymous (CODA), etc.

To arrange visits, contact:

Portland Area AA Intergroup, (503) 223-8569; [www.portland-aa.org](http://www.portland-aa.org) Portland Area NA, (503) 284-1787

Portland Area Alanon, (503) 292-1333

Portland Alano Club, (503) 222-5756

Guidelines to follow as you attend these meetings.

a) There are various types of meetings, including speaker meetings, small group meetings, and open and closed meetings. Open meetings are the type you should attend. These are open to anyone. Closed meetings are for individuals who are attending for their own need (i.e. people with drug addiction attending NA meetings) and it is not appropriate for you to attend those meetings as a professional.

b) When attending a meeting, you will be interacting with a number of people and may or may not be asked to introduce yourself to the group. Even if you do not speak or participate in the meeting you attend, individuals

before or after the meeting are likely to strike up conversations with you. BE HONEST. It is appropriate to say something like: “I’m a graduate student in a counseling program and I’m here to learn more about (AA, NA, etc.). I want to have the knowledge and experience I need to help my clients find the places they can get assistance with (alcohol problems, eating problems, etc.)”

c) DON’T tell people you are only there as a requirement for school. It may be considered insulting to those in attendance. People attend these groups to help them survive and cope with tremendous difficulties and they deserve your respect.

d) Yes, you will probably feel uncomfortable at your first meeting. This is part of the point of attending. If you accidentally get into a closed meeting, apologize politely, ask whom you can contact about an open meeting, and leave. All meetings have a different “flavor” to them, depending on who is in attendance and the norms of the group. Be open to a variety of experiences.

### **8. Trial MFT licensure exam.**

Upload evidence that you have passed this trial exam.

### Optional Information

#### a) Collaborative experiences

List your helping and collaborative experiences as a therapist-in-training. Experiences could include crisis intervention lines, working with groups, working with individuals, participation in research, etc. Collaboration means working interactions with staff, advisors, professors, supervisors, co-workers, and peers. Collaboration might be evidenced in research, team projects, group projects, small group work, supervisory relationships, or other professional endeavors involving cooperative endeavors.

For each item, indicate:

- Your role and responsibilities
- The organization which provided the opportunity and support
- Your clientele
- The specific skills you demonstrated (include skills for working with diverse clientele whose social or cultural characteristics are markedly different from your own)
- Length of time (specific dates)
- The number of hours of direct client contact
- The nature and frequency of supervision or mentoring received

b). Professional information. Uploading each of the following may come in handy later for employment or licensing purposes:

Course syllabi and institutional catalogs

Workshops, trainings, and seminars attended (evidence of attending, program, etc.)

Conference and institutes attended (evidence of attending, program, etc.)

Presentations given and other work samples (PowerPoint, Prezi, or other documentation) Special study projects and research (copy of paper, summary of study & findings, etc.)

LEWIS & CLARK  
GRADUATE SCHOOL OF EDUCATION AND COUNSELING  
Department of Counseling Psychology  
**Marriage, Couple and Family Therapy Program**

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**GRADUATION CHECKLIST**

Please complete the following tasks:

- \_\_\_ Closed or successfully transferred all client cases with help of agency supervisor
- \_\_\_ Ensure all case files meet agency standards & all agency requirements met
- \_\_\_ Final portfolio review completed – Faculty reviewer \_\_\_\_\_
- \_\_\_ Final Supervisee Evaluations completed in TaskStream
- \_\_\_ Final Supervisor Evaluations completed in SalesForce
- \_\_\_ Notify Registrar’s Office of updated email address, permanent address, and address of where you will be moving after graduation
- \_\_\_ All student file documentation in place

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Ensure all required clinical and supervision hours are completed, signed by you and your supervisor and placed in your file. In addition, note final hours on the following:

- Total Relational hours \_\_\_\_\_ (must be at least 150)
- Total Individual hours \_\_\_\_\_
- Total Clinical hours \_\_\_\_\_ (must be at least 400)
- Total Individual Supervision hours \_\_\_\_\_ (must be at least 50)
- Total Supervision hours \_\_\_\_\_ (must be at least 100/ .20 ratio with clinical hours)
- Total raw data supervision hours \_\_\_\_\_ (must be at least 50)

Student Name: \_\_\_\_\_ Date of Graduation: \_\_\_\_\_

Student Signature \_\_\_\_\_

Program Director Signature \_\_\_\_\_ Date: \_\_\_\_\_