

# 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 591-01/11 Professional Development Seminar (1 credit) SUMMER 2023

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Time & Day: Tuesdays, May 9, 16, 23, and 30: 9:00 am – 1:00 pm (section 01)  
Tuesdays, May 9, 16, 23, and 30: 11:00 am – 3:00 pm (section 11)

Location: Virtual delivery (zoom info TBD)

Instructor: Lana Kim, PhD, LMFT

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Office Location: Rogers 330

Office Hours: Wednesdays, 9 am - 12 pm; by appointment

### 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/33677-mcft-handbook-2022-2023pdf>

### **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**

<b>Course Objective</b>	<b>MCFT Student Learning Outcomes</b>	<b>AAMFT Core Competencies &amp; AMFTRB task statements</b>	<b>Evaluated by</b>
1. Engage in self-reflection on one's social location in ways that helps the student	SLO 2.2 SLO 2.2	CC 1.2.3 TS 06.04	Class participation (group discussion)

formulate an approach to family therapy practice that demonstrates attention to social justice and cultural democracy.			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 1.5 hours of class can 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) Resume

- Resumes will be workshopped in class on **May 16th**. 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.

### 3) Professional Disclosure Statement

- Professional disclosure statements will be workshopped in class. Please bring a copy of your professional disclosure statement to share with peers virtually in class on **May 23<sup>rd</sup>**. Refer to the following website for more information about what a PDS for Registered Interns should include: <https://www.oregon.gov/obl/pct/Pages/PDS.aspx>
- Upload a copy of your PDS to Taskstream as a part of your professional development portfolio.

### 4) 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.
- 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 2023.
- 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.

### 5) Completion of Your Professional Development Portfolio

- In addition to the items above, you need to ensure that you have uploaded: evidence of AAMFT membership and liability insurance for all years in the program and documentation of completing 12 hours of personal therapy.
- **Deadlines for uploading all required professional development portfolio items to Taskstream** are **July 9<sup>th</sup>** for the July 23<sup>rd</sup> degree posting and **August 13<sup>th</sup>** for the August 27<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 August, between **June 18<sup>th</sup> - July 9<sup>th</sup>** for the July 23<sup>rd</sup> degree posting deadline and **August 13<sup>th</sup>** for the August 27<sup>st</sup> posting deadline. **You can schedule these appointments beginning June 1<sup>st</sup>.**
  - i. To schedule your check out appointment: Email August Singer (augustsinger@lclark.edu). Make sure that your professional development portfolio on Taskstream has been completed at least a week in advance of your appointment with August and that you have emailed Dr. Kim for evaluation.
  - ii. During your checkout meeting, August will use the graduation checklist to confirm that you have completed all program requirements. I will provide a copy of this checklist for you to refer to as you prepare for your checkout appointment.
  - iii. Ensure all clinical training paperwork: Supervisee evaluations for all terms and goals sheets for Internship I and II, have been uploaded to Taskstream. Supervisor evaluations for all terms should be completed through the link you receive at the end of every term from the Office of Research and Assessment.
  - iv. Ensure all semester summary logs have been emailed to August.

### 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 may be seen as an absence that requires make-up work.

### DISABILITY SERVICES

If you have a disability that may impact your academic performance, you may request accommodations by meeting with the Office of Student Accessibility staff and submitting documentation on the Office of Student Accessibility website. Email [access@lclark.edu](mailto:access@lclark.edu) with any additional questions or concerns.

### COURSE STRUCTURE AND WEEKLY SCHEDULE OF TOPICS

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.

Week / Date	Topic/Presentations	Items Due
Week 1 5/09/2023	Course introduction Syllabus review Articulating your values, needs, and professional goals  <b>Guest presentation:            Group Practice</b>	
Week 2 5/16/2023	Professional resume  <b>Guest presentation:            Community Mental Health</b>	Bring a copy of your current resume to workshop with colleagues
Week 3 5/23/2023	Professional Disclosure Statement  <b>Guest presentation:            Private Practice</b>	Bring a copy of your current Professional Disclosure Statement (PDS) to workshop with colleagues
Week 4 5/30/2023   <b>LAST DAY OF CLASS!!!</b>	Professional Development/ Continuing Education  Diversifying your career  <b>Guest presentation:            Oregon licensing process (Lonnie Knotts, OBLPCT)</b>	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/oblpc/Pages/Apply.aspx">https://www.oregon.gov/oblpc/Pages/Apply.aspx</a>  Complete in class via emailed link: <ul style="list-style-type: none"> <li>- Exit interview survey</li> <li>- MCFT 591 course evaluation</li> </ul>
<b>For July 23<sup>rd</sup> degree posting:</b> <ul style="list-style-type: none"> <li>- <b>June 1<sup>st</sup></b> Begin to schedule checkout appointments with August. Check out appointments will take place between <b>June 18 – July 9.</b></li> <li>- All items in last column must be completed at least</li> </ul>	<b>Required for checkout appointment with August:</b>	<b>Upload to Taskstream:</b> <ul style="list-style-type: none"> <li>- Resume</li> <li>- PDS</li> <li>- MFT Practice exam (FSI)</li> <li>- 12 hrs personal therapy</li> <li>- AAMFT membership and liability insurance for all years in program</li> <li>- (MCFT 582 clinical training paperwork for ALL SEMESTERS – Supervisee evaluations, goals sheets, complete supervisor evaluations via link from Office of Research and Assessment)</li> </ul> <b>Email to August:</b>

<p>one week before checkout appointment.</p> <ul style="list-style-type: none"> <li>- Deadline for completing items in last column is <b>July 9<sup>th</sup></b></li> </ul> <p><b>For August 27<sup>th</sup> degree posting:</b></p> <ul style="list-style-type: none"> <li>- Schedule a checkout appointment with August when you are done the required items in the left column.</li> <li>- Deadline for scheduling a checkout appointment is <b>August 1st.</b></li> <li>- Deadline for items in last column by <b>August 13<sup>th</sup></b></li> <li>- Deadline for completing checkout appointments <b>August 13<sup>th</sup></b></li> </ul>		<ul style="list-style-type: none"> <li>- Semester summary logs from all terms</li> <li>- Externship site evaluation (form on Moodle)</li> </ul>
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\*Topics may be added/revised as determined by class needs. Schedule may also be revised as needed.

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

**The Professional Development Portfolio – 2020-21 (Revised 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. Professional Disclosure Statement**

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

**3. Membership to the American Association for Marital and Family Therapy (AAMFT) and liability insurance.**

(upload proof of membership and liability insurance)

**4. 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.

**5. Trial MFT licensure exam.**

Upload evidence that you have passed this trial exam.