

**St. Cloud State University Marriage and Family Therapy Program**

**Faculty and Administration Policies and Procedures Manual**

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## Roles and Responsibilities of Administrative Positions

### The MFT Program Director Roles and Responsibilities

The MFT program director is responsible for overseeing the operation of the MFT master's program and its curriculum. More specifically, her/his responsibilities include the following: (1) direct and coordinate efforts toward and maintenance of COAMFTE accreditation; (2) recruit and prepare interviewing schedules for potential students; (3) oversee record keeping and maintenance for the MFT program; (4) represent SCSU at collaborative meeting hosted by MAMFT; (5) coordinate course scheduling; (6) conduct exit interviews; (7) report needs of the program to department chair and dean, including quarterly fiscal meeting; (8) lead biweekly program meetings and record minutes; (9) coordinate new student orientation; (10) maintain student handbook; (11) coordinate or approve any program marketing efforts; (12) coordinate and document policy documentation and implementation; (13) coordinate student dispositions; (14) maintain student outreach and community development – such as mentoring program; alumni Facebook page, etc.; (15) attend graduate council meetings; (16) coordinate biannually advisory council meetings; (17) acquire clinical, supervisory, and technical training to maintain good standing with AAMFT and the Minnesota Licensure Board for MFT.

### The MFT Clinical Director Roles and Responsibilities

The MFT clinical director will be responsible of coordination of clinical experiences for MFT graduate students. Specifically, his/her responsibilities include the following: (1) attend any department meetings regarding decisions about clinical space (A244); (2) maintain internship handbook; (3) lead and organize internship orientation meeting; (4) acquire clinical, supervisory, and technical training to maintain good standing with AAMFT and the Minnesota Licensure Board for MFT.

### SCSU MFT Program Definition of Diversity

The SCSU MFT Program does not discriminate against people of diverse, marginalized and/or underserved communities. SCSU MFT Program adopts the definition of diversity put forward by COAMFTE, with the addition of foster and rural families as a form of marginalized and underserved communities.

**Diverse, marginalized, and/or Underserved Communities:** refers to groups from non-majority populations currently discriminated against or underrepresented due to their race, age, gender, ethnicity, sexual orientation, gender identify, socioeconomic status, disability, health status, religious and spiritual practices, nation of origin or other social categories, immigration status, language, geography (rural) and foster families.

## Graduate Program Admissions

### Application Criteria

Applicants who meet the following standard may be admitted to the M.S. Program in Marriage and Family Therapy.

1. Bachelors degree from a regionally accredited institution of higher education.
2. Complete application materials required by the College of Graduate Studies.
3. A cumulative graduate grade point average of 3.00 or higher, on a 4.00 scale, in most recent degree program completed.
4. Successfully complete an interview with the program faculty. Careful attention will be given to interpersonal skills, past individual and familial psychopathology, and commitment to the field of Marriage and Family Therapy.
5. Provide 3 letters of recommendation.
6. A current resume listing educational background, professional experience and volunteer and community involvements.
7. A personal statement addressing the following:
  - a. A brief description of the applicant's background, training and experience.
  - b. A statement of short- and long-term professional goals.
  - c. A statement of purpose regarding the interest in your degree program.
  - d. Identify areas of strength and challenges in pursuing this program.

## **Interview**

Prospective students will be invited to attend the interview (held in April) in person, or in the case of long distance, via Skype. Invitations to the interview will be coordinated between the CCP office manager and the MFT program director. Students with a GPA of less than 2.75 will not be invited, unless they present special circumstances. All MFT faculty must attend the interview of prospective applicants. In addition, second year graduate students will be invited to attend. The interview will consist of four parts: (1) an introduction to the program, faculty, and attending second year students; (2) a group interview with faculty and one second year student; (3) meeting with second year students without faculty present; (4) optional campus tour. Applicants will be rated by faculty on the interview rating scale (currently under revisions).

## **Admittance to the MFT Program**

Full-time MFT faculty will confer and make a decision after the interview. The decision will be based on applicants' GPA, interview rating, letters of recommendation, statement of intent, and resume. The program director will communicate to the CCP office manager who will be accepted, put on the waiting list, or not accepted. The office staff will communicate the status to the School of Graduate Studies, and the program director will complete transmittal forms for the School of Graduate Studies. Letters informing applicants of their status will be done by the School of Graduate Studies.

## **MFT Program Orientation**

Each Fall there is a mandatory orientation for all graduate students. This is in two parts: (1) with all CCP graduate faculty and (2) with MFT faculty. Covered in orientation is: (1) introduction of graduate faculty; (2) registration; (3) introduction to CCP office staff and hours; (4) MFT Student handbook; (5) student involvement (governance). Following the orientation will be a picnic with second year students.

## **Course Evaluations**

Faculty will utilize course evaluations to improve the quality of their teaching. At minimum, a summative evaluation should be done at the conclusion of the course.

## **Practicum**

Practicum takes place the second semester of the first year of the MFT program for those enrolled in MS program. Faculty should utilize the same syllabus to maintain uniformity in measurement of educational outcomes. This includes requiring a genogram presentation (SLO 2) and using the required therapist evaluation forms (IPSE – currently under revisions). Faculty should require students to observe their recordings in the file room (B237). All files should be locked in the file room (B237). Faculty should utilize uniform forms for paperwork, found on the MFT shared drive. Faculty should require students to meet for individual supervision at a minimum of 3 hours per semester, and for a final evaluation meeting at the completion of the semester.

## **Program of Study**

Program of study forms are completed during the second semester of the first year. Students will require a signature from their advisor. After all forms are turned into the program director, faculty will address any concerns with passing students onto internship (see candidacy policy).

## **Internship Policies**

Each December the Clinical Director will organize and hold an internship meeting for those students interested in enrolling in internship the following summer or fall. At the internship meeting the following items should be covered: (1) internship site hand-out; (2) internship guidelines; (3) how to find an internship. Second year students may be invited to help answer questions.

Faculty should utilize the same syllabus to maintain uniformity. Included in expectations for students should be (1) two case presentations with audio/video; (2) two site visits – one at the beginning of the semester and one at the end. At the beginning of the semester, faculty should mail to internship supervisors: (1) cover letter; (2) internship manual; (3) internship evaluation forms. Faculty supervisors should collect internship evaluations and clinical logs at the end of the semester. These should be filed in the students' files in B210. Any student requesting a variance to internship requirements should fill out the variance form.

Should any issues arise at a student's internship site, it is the role of the faculty supervisor to both assist the student in negotiating their rights as an intern, and assist the site supervisor in holding to reasonable expectations for their intern. This may include extra meetings or phone calls on the part of the faculty supervisor. It may also include reminding the student and site supervisor of the expectations of a MFT internship on the part of the University.

## **Student Dispositions**

Student dispositions are coordinated by the program director. The purpose is to provide the student with written documentation if there is a concern on the part of the faculty regarding issues that would prevent the student from moving on the next stage of their education, such as internship. Topics covered include ethics, multicultural competency, and professionalism. Disposition forms are completed by both faculty and students. Faculty review them as a whole at a faculty meeting. For first year students, they are done in February, and for second year students, they are done in December. Instructions are found on the form.

## **Comprehensive Examinations**

Each spring graduating students from MS program will take a comprehensive examination. This will be organized and proctored by MFT faculty and the CCP office manager. The office manager will mail letters asking for students to register for the exam, and a study guide. Comprehensive examinations will cover all required courses in the MFT program. All MFT faculty will participate in grading the exam, using the rubric found on the MFT shared drive.

## **Curriculum Revision**

Each Fall the curriculum will be reviewed by MFT faculty. Any changes should be based on either the needs of communities of interest (e.g. changes to requirements for MFT licensure in MN) or results of assessment data. Any major revisions should be put through SCSU curriculum process. Minor changes, such as timing of courses, should be agreed upon by all MFT faculty.

## **Grading Policies**

MFT faculty will follow SCSU grading policies.

## **Recruitment Policy**

The policy and practice of applicant recruitment is attempted in numerous ways. Table 1 depicts the sources of recruitment, the description of each of the sources, and how the strategies are accomplished. There is a special focus on recruiting culturally diverse and international students via attendance of the diversity fair at SCSU, and through financial investment in international search engine presence. After an applicant has submitted their application materials, a review process proceeds to assess and evaluate each applicant. Table 2 depicts the items under review including Academic rigor and success, Experience in the fields of mental health and social service, Good character, Demonstrated ability to work with others, Strong work ethic, Emotional maturity, Professionalism, and Ability to bring diversity to the program and the field. These items are not listed in any order of succession or preference but merely provide a composite score for consideration.

**Table 1. Current recruitment sources**

Source	Description	Contact strategy
<b>Undergraduate programs,</b> Department of Counseling and Community Psychology, <b>SCSU</b>	The CCP department-of which the MFT program is housed-offers Bachelor degrees in Community Psychology and Chemical Dependency which provides exposure to the program and faculty	<ul style="list-style-type: none"> <li>• Department faculty</li> </ul>
<b>Psychology-related departments at SCSU</b>	Many students from the departments of Psychology, Social Work, Child & Family Studies either major, double major or minor in the CCP department which provides exposure to the program and faculty	<ul style="list-style-type: none"> <li>• Campus faculty</li> <li>• Department faculty</li> </ul>
<b>Department Major/Minor advising</b>	University faculty provide undergraduate advising which includes assisting students to find careers/majors of study pertaining to their interests	<ul style="list-style-type: none"> <li>• Campus faculty</li> <li>• Department faculty</li> </ul>
<b>Minnesota Licensure Board for MFT website</b>	Potential applicants go to this website of which they have a link to accredited programs	<a href="http://www.bmft.state.mn.us/links.asp">http://www.bmft.state.mn.us/links.asp</a>
<b>AAMFT website</b>	Potential applicants go to this website of which they have a link to accredited programs	<a href="http://www.aamft.org/iMIS15/AAMFT/">http://www.aamft.org/iMIS15/AAMFT/</a>
<b>SCSU MFT faculty</b>	Scholarly and public service activities of the faculty raise the program’s profile	<ul style="list-style-type: none"> <li>• Speeches</li> <li>• Presentations</li> <li>• Publications</li> </ul>
<b>Graduate Studies, SCSU</b>	Promotionals	<ul style="list-style-type: none"> <li>• Career and program fairs</li> <li>• Preferred hit listing at Google search engine</li> <li>• 40+ graduate/career fairs and professional conferences annually</li> <li>• Online portal presence through Graduate Guide.com; Petersons.com; GraduateSchools.com; Hotcourses.com; Education USA; and YouVisit inquiries</li> <li>• On campus, personalized visits</li> <li>• NCUR and McNair promotions</li> </ul>

		<ul style="list-style-type: none"> <li>• Fulbright, AMIDEAST and Muskie Scholar contact</li> <li>• Minnesota Public Radio advertising</li> <li>• Annually attend the Diversity Fair at St. Cloud State University</li> </ul>
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**Table 2. Preferred recruitment qualities of applicants**

<b>Recruit applicants to the MFT program that have displayed*</b>	<b>Indicators</b>
Academic rigor and success	GPA
Experience in the fields of mental health and social service	Employment and/or internship
Good character, demonstrated ability to work with others, and strong work ethic	References
Professionalism and emotional maturity	Letter of intent, references and applicant interview
Ability to bring diversity to the program and the field	Letter of intent, work resume, interview and home of origin

*\* This list of five items are not placed in any order of succession; rather, an overall composite score is used to inform the final decision for entrance into the program*

## Advisory Council

The goal of the SCSU MFT Program Advisory Council is to assist in making decisions regarding curriculum and program management by representing multiple stakeholders. The stakeholders (communities of interest) represented at the advisory council include: current students, recent alumni, internship supervisors, potential employers. Recent alumni defined as within past 5 years. An effort will be made to have a diverse group of people who represent both the MS and PDC programs. MFT faculty will collectively nominate representatives and the program director will organize and attend meetings.

The advisory council will meet twice a year. Members will agree to participate for one year, but are welcome to stay longer. Students are invited to remain on the council after they graduate if they remain in Minnesota and are able to attend.

## CO-AMFTE

### Annual Report

Each year the Program Director will complete an annual report to CO-AMFTE, along with yearly dues. The template provided by CO-AMFTE should be utilized. In order to do so, the Program Director should access graduation data from the office manager, ethnicity data from student files, AAMFT membership

from AAMFT website, licensure data from the licensing board, and knowledge about students working in the field from alumni.

### **Self-Study**

Every 5 years, a self-study will be completed. In order to best complete the self-study, all assessment data should be completed regularly throughout the five years. The data will be maintained and stored on the MFT shared drive. All faculty should have a role in completing the self-study, however the program director will be responsible for the final product. Instructions can be located on the CO-AMFTE website. It is recommended that faculty, especially the program director, attend any CO-AMFTE trainings available via the web or at the annual meeting.

### **Site Visit**

All faculty play a role in preparing for the site visit, however the program director will organize necessary tasks. These include: (1) completing all necessary paperwork from CO-AMFTE; (2) inviting alumni, students, site supervisors, and administrators to the site visit; (3) arranging beverages for the visit; (4) arranging parking for site visitors, alumni, and site supervisors; (4) organizing any necessary supporting documents.