

California State University

Dominguez Hills

Master of Science

Marital and Family Therapy

Student Handbook



CALIFORNIA STATE UNIVERSITY DOMINGUEZ

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Faculty and Staff Directory

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CODE OF ETHICS

The American Association of Marriage and Family Therapists and California Association of Marriage and Family Therapist (AAMFT and CAMFT) requires that all professional marriage and family therapists, interns and trainees promote and maintain high standards of ethical behavior in the field of Marriage and Family Therapy. The Marriage and Family Therapy Program has adopted the AAMFT and CAMFT Code of Ethics as the standard it expects its students to meet during their participation in the program. Students are expected to adhere to and maintain the highest level of ethical behavior. Any violations of the Code of Ethics may result in termination of the student from the program. Please refer to www.amft.org/www.camft.org

OVERVIEW OF THE MFT PROGRAM AT CSUDH IN THE COLLEGE OF PROFESSIONAL STUDIES SCHOOL OF HEALTH AND HUMAN SERVICES

This Master of Science in Marital Family Therapy is a 60-unit degree program, which can be completed in two to three years. The actual length of study depends on the student's full- or part-time standing. All classes are offered in the late afternoon and evening to accommodate the primary student population of working adults. The program is relevant to the field of psychotherapy, to the needs of the surrounding community, and to the standards of practice in Marital Family Therapy. Courses required include: Introduction to MFT, Theories and Techniques of MFT, Parts I and II, Human Sexual Behavior, Laws and Ethical Aspects of Counseling, Treatment of Trauma, Assessment in MFT, Psychopathology in Couples and Families, Relationship Therapy, Treatment of Drug and Alcohol Abuse, Human Communication, Cross-Cultural Family Values and Behavior, and Child and Adolescent Therapy and Family Development Across the Life Span and Psychopharmacology. The program is considering offering additional option courses so that students are able to specialize in areas of interest. Under consideration are courses in Negotiation & Conflict Resolution, Art, Music, Dance Therapy, Geriatric Counseling, and Advanced Treatment of Addictive Behaviors.

There are four practica or semesters of fieldwork during which each student must complete 500 hours of psychotherapeutic training and experience. State law and BBS requirements for licensure mandate 3,000 hours total of experience, training, and supervision for licensure (which requires passing two written examinations) and the CSUDH MFT program provides students the opportunity to earn from 500 to 1,300 hours towards the 3,000. Students are placed and supervised by the MFT Field Coordinator, as well as trained and supervised by their on-site supervisors. Training and experience is acquired in non-profit community agencies surrounding the campus that have partnership agreements with the program and the university. Additionally, on-campus supervision is provided by interested faculty. Supervision is the regulation of students and clients through case presentation, observation, and consultation of cases.

MISSION OF THE MFT PROGRAM

The mission of the MFT Program guides the program goals and objectives. The mission statement reads as follows:

The mission of the Marital and Family Therapy Master's of Science Degree Program is to prepare students for Traineeships and Internships in various mental health agencies and to meet the education requirements of the Board of Behavioral Sciences Marriage and Family Therapist Licensing Exam by educating them in the fundamental concepts, knowledge and field techniques and skills of Marital and Family Therapy.

ADMISSIONS CRITERIA AND POLICIES

The MFT program at CSUDH prepares students for culturally and contextually competent social practice in diverse, urban communities. We offer one concentration for advanced study: Marriage and Family Therapy in Communities that is relationship based. This provides the educational framework students need to be trainees in the therapeutic community. The MFT program consists of 60 credit hours and 500 hours of field placement. The field placement occurs in a community agency in which students gain professional experience that reinforces their classroom learning.

Admission to the Master of Marital and Family Therapy program is limited to the fall semester each academic year; we do not offer spring or summer admissions. The deadline for receipt of applications is April 1st. Applicants will be notified that their applications were received by first Friday of April. Applicant interviews will begin the last Friday and Saturday of April. Staff will make a decision and acceptance or denial letters will be mailed by the first day of June.

Applicants must be admitted at the University Level and the Program Level to be admitted into the Master of Marital and Family Therapy Program.

The CSUDH MFT Program Admissions Committee welcomes applicants who can demonstrate high academic achievement and potential for Marital and Family Therapy practice. The requirements for admissions are as follows:

- Completed bachelor's degree from an accredited institution. Coursework should include
 1. Theories of Personality,
 2. Research Methods,
 3. Developmental Psychology,
 4. Abnormal Psychology
 5. Sociology of the Family.
- A complete application packet including: one set of official transcripts from each college and university attended, a personal statement, 3 sealed letters of recommendation from college professors, GRE scores (if you earned a GPA of 3.5 or better as an undergraduate, this requirement will be waived.), and a 2-3 page autobiographical essay

explaining your background, interests, experiences, and why you want to be a Marital and Family Therapist.

- At the completion of the application process all candidates will undergo a group interview as the last step of admission.
- Submission of a completed University Application.

One must be accepted to both the University and to the MFT program in order to matriculate. At this time, the MFT program at CSUDH does not offer advanced standing to students. Students are reminded that no academic credit is given for life experience or previous or current employment.

EDUCATIONAL PROGRAM GOALS

The goals of the CSUDH MFT program pertain to the preparation of MFT trainees, who will be doing therapy for individuals and families within their communities. The program aspires to prepare graduates:

1. To facilitate the use of marital and family relationship assessment, therapy techniques, and interventions with diverse populations that includes children, adolescents, adults, and older adults as members of different gender, sexual orientation, racial, ethnic, and religious groups.
2. To further the understanding and application of MFT theories including: marital and family therapy, child and adolescent therapy, human development, psychopathology, human sexual behavior, cross cultural family values and behaviors, drug and alcohol use and abuse.
3. To further the understanding and application of legal and ethical principles within the context of relationship, marital, and family therapy.
4. To develop and increase the ability to evaluate and analyze client situations within the broader societal and community context in which problems occur that affect the couple and family and synthesize and integrate this knowledge with both theories and techniques of relationship, marital, and family therapy.
5. To enhance the acquisition of interpersonal and clinical skills that facilitates development and maintenance of psychotherapeutic relationship between client(s) and therapist.

Upon completion of the MFT Program at California State University, Dominguez Hills graduates *will be able to demonstrate:*

1. An understanding and application of MFT psychotherapy with clients across the life-span including: marital and family therapy, child and adolescent therapy, human development, psychopathology, human sexual behavior, cross-cultural family values and

behaviors, drug and alcohol use and abuse, psychopharmacology, trauma, and human communication.

2. The use of marital and family relationship assessment and therapy techniques and interventions with diverse populations that include children, adolescents, adults, and older adults as members of different gender, sexual orientation, racial, ethnic, and religious groups. These techniques include those used for individual, couple, family, group, and collateral therapy within a variety of settings, including mental health agencies, community facilities, schools, client homes, and private and group practice offices.
3. The understanding and application of legal and ethical principles within the context of relationship, marital, and family therapy.
4. The ability to evaluate and analyze client situations within the broader societal and community context in which problems occur that affect the couple and family and synthesize and integrate this knowledge with both theories and techniques of relationship, marital, and family therapy (i.e. how drugs and alcohol use affects the family, divorce and its impact on children and their ability to function at school).
5. The acquisition of interpersonal and clinical skills that facilitate the development and maintenance of the psychotherapeutic relationship between client(s) and therapist. These skills include self-awareness, congruence, reflecting, interpreting and summarizing client behavior and relationships, treatment planning and goal setting, strategies for crisis resolution, problem solving, and decision-making, assessment of progress, and determining termination.

NONDISCRIMINATION POLICY

California State University, Dominguez Hills is an equal opportunity/affirmative action institution that does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, age, disability or handicap, disabled veteran's or Vietnam Era veteran's status. This policy is applicable to all employment practices, admission of students, and educational programs and activities.

Only the following factors may be used to make distinctions among individuals: merit, ability, talent, knowledge, and achievement as they related to the goals and missions of this institution. We reaffirm that full support will be given to affirmative action programs which seek to overcome under-utilization of ethnic minorities, women, Vietnam-era veterans, special disabled veterans, and persons with disabilities.

California State University, Dominguez Hills is committed to creating a community in which a diverse population can learn, live, and work in an atmosphere of tolerance, civility, and respect for the rights and sensibilities of each individual, without regard to economic status, ethnic background, political views, or other personal characteristics or beliefs. The university's full nondiscrimination statement can be found in Appendix A. Inquiries concerning this policy's

application may be referred to the Special Assistant to the President for Equity and Internal Affairs.

SEXUAL HARASSMENT POLICY

It is the policy of California State University, Dominguez Hills and the Marital and Family Program maintain a working and learning environment free from sexual harassment of its students, employees, and those who apply for student or employee status and to take action to eliminate sexual harassment. Sexual harassment is illegal and such conduct is subject to disciplinary action being taken against the alleged harasser.

In determining whether conduct actually constitutes sexual harassment, the circumstances surrounding the conduct will be carefully considered. Where the facts support the allegations, all appropriate measures including disciplinary action shall be taken.

Students may view the complete policy at http://www.csudh.edu/admfin/human_resources/human_resources_sexual_harassment_policy.pdf

The Director of Equity & Internal Affairs administers this policy. Questions, comments, suggestions, or complaints should be directed to that office.

STUDENT GRIEVANCE POLICY

The purpose of this policy is to provide a mechanism to resolve student complaints against other members of the campus community. This procedure does not handle grade appeals for which there is a separate process.

In all cases, the University's commitment to students is to provide a resolution of his/her complaint in a fair and reasonable manner. A complete copy of the Student Grievance Procedure may be viewed at www.csudh.edu/pms/PMs/PM%2004-01%20Student%20Grievance%20Procedure.doc. Students may also obtain a copy of that procedure from the Office of Equity & Internal Affairs.

ACCOMODATION OF DISABILITY

The Marital and Family Program is committed to making the university's programs, activities, and facilities fully accessible to all students. Verification and arrangements for necessary accommodation(s) must be coordinated through Disabled Student Services.

Students who do not utilize the Disabled Student Services process will not be entitled to accommodations. Students must also inform classroom instructors of their need for accommodations and present documentation provided by Disabled Student Services. Forms, procedures and contact persons can be found at: www.csudh.edu/dss/student-services.html

RESOURCES

Access the resources listed on pages 10-12 to answer commonly asked questions about the University, College of Professional Studies, School of Health and Human Services, and Marital and Family Therapist Program. We urge that you use these resources in order to find the answers to your queries in a timely manner.

CAMPUS RESOURCES

University website	www.csudh.edu
College website	www.csudh.edu/cps/
School website	www.csudh.edu/cps/hhs/
Department website	www.csudh.edu/cps/hhs/hd/mft/
Office of Graduate Studies	www.csudh.edu/graduatestudies/ (310) 243-3693 General information about graduate studies, fees and tuition, financial aid, graduation, etc.
University Library	www.library.csudh.edu (310) 243-3715
Admissions and Records	Customer Service: (310) 243-3608 Registration Helpline: (310) 243-3645
Bookstore	(310) 243-3789
Disabled Student Services	www.csudh.edu/studentaffairs/disabledstudentservices/ Voice: (310) 243-3660 TDD: (310) 243-2028 Information regarding special facilities and services available to students with a disability.
Student Health Center	www.csudh.edu/shps/hservices.htm (310) 243-3629
Psychological Services	www.csudh.edu/shps/pservices.htm (310) 243-3818 Services for students who are experiencing any type of personal or interpersonal problem and need to receive counseling.

Information Technology Help Desk	www.csudh.edu/infotech/ (310) 243-2500
University Police	www.csudh.edu/dhpd/ (310) 243-3639
My CSUDH	www.mycsudh.edu Online registration for classes, obtain access to records (schedule, grades, transcripts), financial aid, account balance, search for classes, etc.
Testing Office	www.csudh.edu/testing/ (310) 243-3909
Blackboard	http://csudh.edu.blackboard.com Web-based classroom educational and management platform.
University Catalog	www.csudh.edu/academicaffairs/StudentInformation/UniversityCatalog.shtml General information about the University, policies and procedures.
Academic Calendar	http://www.csudh.edu/academicaffairs/StudentInformation/AcademicCalendar.shtml
Class Schedule	http://www.csudh.edu/schedules/ Up to date information about class schedules.

PROGRAM RESOURCES

MFT Student Manual

The manual provides students with an overview of the program including departmental policies and procedures.

Student Services

An array of comprehensive student services exists in order to provide students with the necessary resources to navigate and succeed in the MFT program.

Advising

The Program Coordinator and other Full-time faculty including the Field Coordinator serve as faculty advisors to students in the Marital and Family Therapy Program. The Faculty Advisors are responsible for answering questions about academic requirements and advising students with issues and problems that may impact a student's success in the program e.g., ? and academic probation.

Prior to each semester the student must complete the MFT Program Advisement Registration Form to receive approval of the upcoming course load from his/her assigned advisor. This process ensures constant communication between the advisor and the student in regards to their

academic progress. The student must meet with their academic advisor at least three times throughout the academic year.

Student Organizations

Students and Alumni have created the CSUDH MFT Student Alumni Council, which was created to provide mutual support for each other and create a social work presence in the campus community. The CSUDH MFTSAC meets monthly with a faculty advisor and is informed of various MFT program happenings. The MFTSAC elects a student representative to serve as the faculty liaison. Reciprocally, if students have issues that need to be brought to faculty, this liaison communicates the concerns to the faculty.

COMMUNICATION

Department to Student Contact

Contact from the department to the student will be made primarily via University email. Contact may include policy and procedure changes, announcements, events, new developments, and other business. Thus, it is vital that students check their University email regularly. CSUDH provides free email and Internet access to students and all students are assigned an email address on the system.

Student to Department Contact

Faculty and staff mailboxes are located in Welch Hall A-320. Faculty and staff contacts (e.g. phone number, email address) are listed on page 4. For speedy and efficient responses, it is highly encouraged for students to email faculty and staff.

Change of Address or Name

Students must report all change of address or contact information to the Director of Admissions and Student Services at the Marital and Family Therapy Program as soon as possible. The Program is not responsible for communication not received due to a change home address.

Students must also inform Admissions and Records/Registration of any change of contact information.

CLASS SCHEDULING

All MFT classroom courses are scheduled on Monday through Thursday evenings after 4 P.M., Saturday 9 A.M. – 1 P.M. and students are expected to be available for classes on those days. Summer classes may be scheduled on different days and students will be informed of the schedule the semester before the summer session starts.

CLASS SEQUENCE

Cohort Plan

Fall Semester start date

Full Time: Schedule of Classes

All MFT courses are scheduled in progression and students are expected to follow the prescribed sequence as follows:

Semester One (Fall) 11 units
MFT 500: Introduction (3)
MFT 570: Theories & Techniques of MFT I (3)
MFT 584: Legal & Ethical Aspects of Counseling (3)
MFT 510: Practicum I (2)

Semester Two (Spring) 11 units
MFT 572: Theories & Techniques of MFT II (3)
MFT 580: Cross Cultural Family Values (3)*
MFT 576: Human Communication (3)*
MFT 520: Practicum II (2)

Summer Session 5 units
MFT 560: Family & Life Span Development (3)*
MFT 530: Practicum III (2)

Semester Three (Fall) 11 units
MFT 565: Assessment in MFT (3)
MFT 566: Psychopathology in Couples & Families (3)
MFT 575: Relationship Therapy (3)
MFT 540: Practicum IV (2)

Semester Four (Spring) 11 units
MFT 578: Child & Adolescent Therapy (3)
MFT 586: Current Issues (3)*
MFT 588: Treatment of Trauma (3)
MFT 511: Fieldwork I (2)

Summer Session 4 units
MFT 582: Psychopharmacological Issues (2)
MFT 521: Fieldwork II (2)

Semester Five (Fall) 5 units
MFT 585: Treatment of Substance Abuse (3)
MFT 531: Fieldwork III (2)

Semester Six (Spring) 5 units
MFT 541: Fieldwork IV (2)
MFT 590: Comprehensive Exams (1) does not count in unit total

Total units: 60 * Denotes "Floater Classes"

COURSE DESCRIPTIONS

MFT 500 Introduction to Marital and Family Therapy (3)

Co requisite: MFT 570 recommended.

Survey course that introduces the student to the field of Marital Family Therapy and to prepare students for eventual placement in field sites. Discussions of the paperwork required to the licensing board, the California state Board of Behavioral Sciences. Educational requirements will include guest speakers who will address and demonstrate various styles of therapy, films that depict various forms of and issues within MFT, and requirements for and during placement and acquiring skill in Clinical Diagnosis, preparing Genograms, and delivering the Mental Status Exam. CR/NC grading.

MFT 510 Practicum in MFT I (2).

First of four practica required for program, first practicum concurrent with first field placement and training experience. One and Three-quarters hour classroom attendance per week required. Discussions of placement, techniques for providing therapy, increasing skill as an MFT will be included. CR/NC grading.

MFT 511 Practicum Fieldwork in MFT I (2).

Prerequisites: Semesters 1-3

First field placement and training experience concurrent with classroom enrollment in 510 required. Minimum of 8 hours per week in placement required; additional hours as placement requires. Includes on-site supervision. CR/NC grading.

MFT 520 Practicum in MFT II (2).

Prerequisites: MFT 570, 572, 575, 578, 584, and 510.

Second of four practica required for program, concurrent with field placement and training experience. One and three-quarter-hour classroom per week required. Discussions of placement, advanced techniques, diagnosis, treatment planning, further collateral training as an MFT will be included. CR/NC grading

MFT 521 Practicum in Fieldwork in MFT II (2).

Prerequisites: Semesters 1-4 Second field placement and training experience concurrent with classroom enrollment required. Minimum of 8 hours per week required; additional hours as placement requires. Includes on-site supervision. CR/NC grading.

MFT 530 Practicum in MFT III (2).

Prerequisites: MFT 570, 572, 575, 578, 584, 510, and 520.

Third of four practica required for program, concurrent with field placement and training experience. One and three-quarter-hour classroom per week required. Discussions of placement, advanced techniques, diagnosis, treatment planning, further collateral training as an MFT will be included. CR/NC grading.

MFT 531 Practicum Fieldwork in MFT III (2).

Prerequisites: Semesters 1-4 and both Summer Sessions

Third field placement and training experience concurrent with classroom enrollment required. Minimum of 10 hours in the field training per week required; additional hours as placement requires including on-site supervision. CR/NC grading.

MFT 540 Practicum in MFT IV (2).

Prerequisites: MFT 570, 572, 575, 578, 584, 510, , 520 and 530.

Fourth of four practica required for program, concurrent with field placement and training experience. One and three-quarter-hour classroom per week required. Advanced techniques, diagnosis, treatment planning, advanced training as an MFT, and preparation for entrance into post-masters internships will be included. CR/NC grading

MFT 541 Practicum Fieldwork in MFT IV. (2).

Prerequisites: Semesters 1-5 and both Summer Sessions

Fourth field placement and training experience concurrent with classroom enrollment required. Minimum of 10 hours in the field training per week required; additional hours as placement requires including on-site supervision. CR/NC grading.

MFT 565 Assessment in Marital Family Therapy (3).

Prerequisites: MFT 570, MFT 584, PSY 550. MFT 572, MFT 575, MFT 578 recommended. Co requisite: MFT 566

Study of assessment tests specific to the practice of MFT. Supervised practice in determining which tests are appropriate for MFT and practice in administration, scoring, interpreting, and the reporting of results. Three hours of lecture, demonstration, and practice per week.

MFT 566 Psychopathology in Couples and Families (3).

Prerequisites: MFT 570, MFT 584, PSY 550. MFT 572, MFT 575, MFT 578 recommended. Co requisite: MFT 565

Studies and analysis of human pathology as it affects individual, couple, and family functioning. Development, identification, assessment, diagnosis, and treatment planning and techniques will be explored. Three hours of seminar each week.

MFT 570 Theories and Techniques of Marital Family Therapy I (3).

Theory (Freud, Jung, Adler, Existential and Person-Centered), research, and practicum in the general areas of preparation for marriage, sex education, and the role of the child in the family.

MFT 572 Theories and Techniques of Marital Family Therapy II (3).

Prerequisite: MFT 570 and MFT 584

Psychotherapeutic techniques in marriage and family counseling (Gestalt, Behavior, Cognitive, Cognitive Behavioral, Reality, Feminist, Postmodern; Solution-Focused, Narrative) applied to treatment of adults and children. Practice in therapy and various approaches to individuals in relationships. Counseling Skills evaluated. Three hours of seminar per week.

MFT 575 Relationship Therapy: Treatment of Couples and Families (3).

Prerequisite: MFT 570, MFT 572 and MFT 584.

Studies of marriages and families in contemporary American society (Family Systems Theory: Multi-generational, Structural, strategic and, Experiential Theory: Whitaker and Satir.) with discussions of how sociological, psychological, medical, and political perspectives are incorporated into assessment and treatment. Three hours of seminar per week.

MFT 576 Studies in Human Communication (3).

The processes of communication as these apply to both interpersonal and intrapersonal experience. Emphasis on the purposes of communication as well as the forms that are believed to enhance the conduct of counseling and psychotherapy. Exams and/or papers.

MFT 578 Child and Adolescent Psychotherapy: Research, Diagnosis and Treatment (3).

Focus on psychotherapeutic treatment of children and adolescents. Instruction in use of DSM-IV-TR for diagnosis. Includes review of research methodology and findings in the field of child and adolescent psychotherapy. Therapeutic skills assessed. Three hours of seminar per week.

MFT 580 Cross-Cultural Family Values and Behavior (3).

Cultural factors affecting human behavior in complex societies. Emphasis upon the cultural behavior of the major ethnic groups in the United States as it relates to family organization and critical life choices.

MFT 582 Psychopharmacological Issues in MFT (2).

Studies of how psychotropic medications affect behavioral and emotional states of individuals and how these changes affect these people's relationships. Development of vocabulary and basic knowledge of medications and how to assess effects and communicate with prescribing physicians. Three hours of lecture each week.

MFT 584 Legal and Ethical Aspects of Counseling (3).

Legal and ethical aspects of marriage contracts, adoption, dissolution and separation, confidentiality and privileged communication, research, professional and client interaction, malpractice, court testimony by the professional and the release of information, and professional standards in advertising.

MFT 585 Studies in Treatment of Drug and Alcohol Use, Addiction and Dependence (3).

Prerequisites: MFT 570, MFT 572, MFT 575, MFT 584, and MFT 582.

Studies of the theories of Substance Abuse as they effect and relate to the human brain and the family system. Advanced interviewing techniques, assessment procedures, recovery and relapse prevention, and implementation of treatment modalities will be explored. Three hours of seminar each week.

MFT 586 Current Issues in Marital and Family Therapy (3).

Seminar reviewing three areas of study required by the state licensing board: Domestic Violence and Partner Abuse, Sex Therapy, and Aging and Long-Term Care.

Application to the practice of MFT, including theoretical application, law and ethics concerning these areas, and specific treatment modalities. Three hours of seminar per week. Signature of graduate program coordinator required.

MFT 588 Treatment of Trauma in Families (3).

Prerequisites: MFT 570, 572, 575 and MFT 584.

Studies in the treatment of trauma as it impacts the family. Beginning and advanced techniques in assessment, diagnosis, and treatment of child and elder abuse, domestic violence, rape, disaster, crime and other trauma will be explored. Three hours of seminar each week.

MFT 594 Independent Study (3)

Prerequisites: Consent of the instructor and Program Coordinator. Student must have completed at least twelve semester units.

In consultation with a faculty member, the student will investigate in detail current research and scholarship in some area relevant to the field of Marital Family Therapy, or will complete a project involving original and creative research. Content of research will be specific to the program and licensure as an MFT.

MFT 600 Graduate Continuation Course (0).

Graduate students who have completed their course work but not their field hours, or comprehensive examination, or who have other requirements remaining for the completion of their degree, may maintain continuous attendance by enrolling in this course.

Permission/approval of the graduate program coordinator required.

FIELDWORK SEQUENCE

The philosophy of the California State University, Dominguez Hills (CSUDH) Field Education Program and the California Board of Behavioral Sciences is that field experience supplements and reinforces classroom instruction through the utilization of a field practicum site. The practicum offers students an opportunity to come in contact with a variety of populations that have various types of needs and problems reflective of the population the student would encounter in future practice. In the practicum, the student is able to go where the client population is located, provide a service, and assist in meeting the individual, families, groups, organizations, communities, and societal needs. The practicum plays a vital role in the preparation of competent future social work professional practitioners. In addition to the skills and theoretical knowledge needed for direct service with various client systems, students also gain a hands-on understanding of the Marriage and Family Therapy profession's value base, its expectations in terms of practice and codes of conduct, communication, and protocols.

The MFT program is a rigorous course of study; comprised of 60 semester units of course work. Eight of these units are devoted to Fieldwork Practicum, where the student spends a total of 500 hours in an educationally focused fieldwork experience at selected counseling agencies in a surrounding community.

Each student has four semesters of fieldwork placements during the course of study. Fieldwork placements are identified and assigned by the Field Coordinator. Students will be given a list of approved field sites. They must contact the site and request to be considered for placement. Students must take a Field Work Practicum course while doing fieldwork hours. Students must complete 125 (10 hours a week) hours a semester in order to complete the 500 hours needed to graduate in three years. The instructors will not write recommendations to Field Placement.

If a student receives more than two less than satisfactory performance evaluations or is asked to leave more than two field placements they will be asked to leave the Masters of Science in Marital and Family Therapy Program.

TRAINEE/JOB PLACEMENT DESCRIPTION

POSITION: Trainee Therapist

The Trainee Therapist is responsible for providing specific clinical services to the assigned clients so that the clients may become healthy, emotional stable, and independent, productive members of their communities. A Trainee Therapist is expected to exercise professional judgment and discretion as a significant practitioner in the successful integration of treatment for clients. The Trainee Therapist works designated shifts under the direct supervision of the Clinical Supervisor.

DUTIES:

1. Strength-Based Approach
 - a. Demonstrate capability of accurately identifying and building on the strengths of clients to better reach their potential
 - b. Demonstrate a sound knowledge of resources and ability to make appropriate referrals
 - c. Demonstrate an understanding and use of clinical theory, interventions, treatment concepts, interference, and resistance
 - d. Demonstrate ability to produce quality treatment plans and clinical documentation
2. Communication and Collaboration
 - a. Demonstrate sound oral and written skills
 - b. Demonstrate ability to work with other therapists and be part of a clinical team
 - c. Appropriately utilize clinical supervision for clinical and management issues
 - d. Demonstrate capability to work with other community and referring agencies/entities
3. Integrity
 - a. Demonstrate ability to uphold legal and ethical standards
 - b. Maintain strict confidentiality over all records and client-related information
 - c. Apply self to tasks and follow-through without prompting
 - d. Demonstrates willingness to accept a variety of cases
4. Respect
 - a. Demonstrates respect for the intrinsic value of each person, his/her individual differences, and culture
 - b. Demonstrates ability to build rapport with clients, caregivers, and other concerned persons
 - c. Ensures the safety of all clients
5. Accountability
 - a. Is rarely absent or late, and if so, had notified the supervisor, the client, the agency in advance
 - b. Demonstrates ability to meet and maintain productivity standards and requirements
 - c. Demonstrates ability to complete and submit documentation and paperwork within established timelines
 - d. Attends and participates in meetings, group/individual supervision, case presentations, and in-service trainings as determined by site
 - e. Demonstrates ability to solve problems independently or is aware of what situations

- require supervisory intervention
- f. Performs all duties as directed by supervisor

QUALIFICATIONS:

1. Completion of 38 Units, MFT 510, MFT 520, MFT 530 MFT 540 and is beginning the fourth semester
2. Valid California's driver's license
3. Is enrolled in and attends appropriate practicum course
4. Is committed to providing a minimum of 120 hours of service per semester
5. Met with the approval of the Field Coordinator by demonstrating appropriate attitude, skill acquisition, and temperament for placement

CLINICAL SUPERVISION PLAN

TRAINEE NAME:

PLACEMENT SITE:

START DATE:

ANTICIPATED END DATE:

NAME AND POSITION OF SUPERVISOR:

DATES AND TIMES OF GROUP SUPERVISION:

DATES AND TIMES OF INDIVIDUAL SUPERVISION:

TRAINEE'S RESPONSIBILITIES IN SUPERVISION:

1. Arrive on time to the scheduled supervision(s)
2. Be fully prepared to discuss cases in depth
3. Knowledgeable as to when and how the supervisor is contacted if issues that interfere with clinical work are compromised: examples include but are not limited to: dual relationships, counter transference, feelings of incompetency
4. Listen to critiques of clinical skills, strengths, and weaknesses without becoming defensive
5. Engage in ongoing objective assessment of one's performance in relation to ones career goals
6. Improve weaknesses and develop strengths
7. Attend own personal therapy if required
8. With the Clinical Supervisor, develop an individualized plan for delivery of therapeutic services, supervision, and follow-up

MALPRACTICE INSURANCE REQUIREMENTS

All students enrolled in the MFT program and in fieldwork are to be included in the blanket university policy for malpractice liability insurance. Prior to the beginning of the field placement period, there must be a three-way contract between the field placements, the University, the student also known as trainee.

It is advised that student trainees carry personal liability insurance, which can be purchased through CAMFT or AAMFT.

ACADEMIC INTEGRITY, PLAGIARISM AND CHEATING

Academic integrity is of the utmost importance to the College of Professional Studies and The Marital Family Therapy Program. Integrity concerns honesty and implies conduct and actions that are truthful, fair, and free of lies and deceit. All students are responsible for understanding university policies related to academic integrity. The university's stance on academic integrity is communicated to students in several ways:

- The University Catalog includes a section entitled Academic Integrity: Its Place in the University Community.
- The Student Rights and Responsibilities Handbooks provide a guide to academic integrity as it relates to students.
- Each course syllabus includes a statement related to academic integrity, plagiarism, and cheating and references the relevant section of the University Catalog.

In the Marital Family Therapy Program, the definition of academic dishonesty, as provided Kibler, Nuss, Paterson, and Pavela (1988) usually refers to forms of cheating and plagiarism, which result in students giving or receiving unauthorized assistance in an academic exercise or receiving credit for work that is not their own.

Cheating, as also provided by Kibler, et al, is the practice of intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. This includes fabrication and plagiarism. Fabrication is the intentional and unauthorized falsification or invention of any information or citation in an academic exercise. Plagiarism includes the following: copying of one person's work by another and claiming it as their own, false presentation of one's self as the author or creator of a work, falsely taking credit for another person's unique method of treatment or expression, or the presentation of one's self as the source of ideas or expression, or the presentation of someone else's language, ideas, or works without giving that person due credit. It is not limited to written work. A complete definition can be found in the University Catalog.

Any and all academic misconduct will be investigated by the Marital Family Therapy Program and may result in sanctions against the student if the student is found to be culpable.

When a student detects or has reason to believe that another student has been academically dishonest, the student has the obligation to address it. One option is to directly confront the person. Another option is to report the details of the incident to the instructor. If the student is

unsure about the dishonesty of a student, they can see the instructor and simply inform him or her of their suspicion.

CREDIT BY EXAMINATION

As per University Policy the MFT program does not allow credit by examination for any class in the MFT Master's Degree.

CREDIT FOR LIFE EXPERIENCE OR PREVIOUS WORK

The MFT program does not grant Marital Family Therapy course credit for life experience or previous work experience.

CREDIT FOR TRANSFER GRADUATE WORK

For matriculating students who wish to transfer from another MFT accredited graduate Marital and Family Therapy program, the MFT program has a policy stipulating the transfer of credits as follows. Students who wish to transfer credits must make the request and present relevant syllabi and transcripts six (6) weeks prior to the beginning of the first semester of matriculation. The Curriculum Committee of the program reviews the syllabi and transcripts to determine equivalency of the course. If the course(s) is determined to be appropriate and comparable and the student has received a "B" or better in the course(s) and is in good standing at the previously attended institution, the student will be granted the transfer of credit(s). Students may only transfer a maximum of 18 semester units for the degree in order to preserve the integrity of his/her education at the degree granting institution. Practice and field practicum credits will not be transferred. This is also in accordance to the University's policy on credit for transfer graduate work.

For matriculating students who wish to transfer credit from an accredited graduate program that is not Marital and Family Therapy work, the MFT program has a written policy stipulating the transfer of such credits as follows. Students who seek to transfer credits from another graduate program must make the request and present relevant syllabi and transcripts six (6) weeks prior to the beginning of the first semester of matriculation. The Curriculum Committee reviews the syllabi and transcripts to determine equivalency of the course. If the course(s) is determined to be appropriate and comparable and the student has received a "B" or better in the course and is in good standing at the previously attended institution, the student will be granted the transfer of credit(s).

GRADE REQUIREMENT/GRADING AND ACADEMIC PROBATION

Grades are an evaluative tool for instructors to fairly and accurately measure a student's performance and attainment in courses. Students should not assume that they will generally receive an "A" in every course. Following is the rubric in order to determine student grades.

Grade	Quality
A	Reserved for work that is considered outstanding in every respect including, but not limited to, originality, clarity, completeness, etc.
A-	Reserved for work that is considered exceptional with some particular shortcoming(s).
B+	Reserved for work that is solid, though less than exceptional work.
B	Reserved for work that is average at a graduate level.
B-	Reserved for work that is adequate but below desirable standards.
C+, C, C-	Given for work, which is passing, but considerably below average.
D	Not used at graduate levels
F	Given to indicate a failure to meet the minimum standard for passing a course.

The grade requirements are in accordance to the policies as set forth by the University. In order for students in the MFT program to remain in good academic standing, a "B" (3.0) average is required in the master's degree program and for all courses taken (related and unrelated; lower division, upper division, and graduate).

If a student's cumulative grade point average falls below 3.0 in all post baccalaureate units attempted, the student will be placed on academic probation. Any student on probation will be required to see their faculty advisor for consultation and advisement and sign a plan regarding what the student agrees to do in order to raise his/her GPA. The student will receive a registration hold and will have to receive Department Chair approval to register for courses the following semester. If the student does not bring up their grade point average to 3.0 in the following semester in residence, they will be disqualified from the program. A student who is disqualified from the program has the option to submit a Petition for Reinstatement available in the Office of Graduate Studies.

The student will not be considered for reinstatement until the student has not attended for one semester (please see the university catalogue for more detailed instructions regarding this policy). Once the Office of Graduate Studies reviews the petition they will forward it to the MFT department. The Student Services committee in conjunction with the chair will review the petition and provide formal notification to the student in regards to the final decision.

Students who are recipients of our stipend programs may be subject to other consequences e.g., stipend suspension, and program disqualification, immediate pay back of stipend etc. Please see the Program Director or Field Coordinator for more details.

For graduation, the grade point average of 3.0 is calculated on all courses taken beginning with admission to the program. No course with a grade lower than a "C" will be applied to the degree program. No student who is on academic probation may be granted a master's degree.

All classes must be taken for a letter grade, unless the class is offered only on a CR/NC basis. Final grades will be posted on Blackboard or by checking in person at the department office.

Incomplete Grade

A grade of Incomplete "I" may be assigned only if a 75% of the required course work has been completed and evaluated in the prescribed time period with a passing grade.

In the event that justifiable reasons exist that warrants the assignment of an incomplete grade, the instructor and student must agree to a resolution plan prior to the deadline for the instructor to submit the final grades for the course. The resolution plan must be fulfilled within six (6) weeks after the end of the semester and include an agreement on required make-up work. When the required incomplete work is completed, the student will be allowed to do a late add to enroll in the subsequent course.

An incomplete grade is replaced by a failing grade for grade point average and progress point computation if not changed by the instructor within six (6) weeks after the end of the semester in which the student is enrolled for the course. Please refer to the University Catalog for more information.

Grade Change

The MFT program follows standard CSUDH policies regarding the change of grades.

Changes to letter grades may occur only in cases of clerical error, administrative error, disciplinary sanction, or when an instructor discovers an error on an original course assignment. Grade changes must be filed within one (1) semester of when the original grade was submitted.

Grade Appeal

The MFT program follows standard CSUDH policies regarding the basis and resolution of complaints and appeals of grades.

Students who believe that they have a grievance or a basis for grade appeal should first seek to resolve the matter informally with the instructor. For a student to proceed with a grievance or grade appeal, they must have met with the instructor of record within one (1) semester of the time that the student knew or should have known of the problem or dispute unless a prior agreement for extension has been made between the student and the Director of the MFT program or Chair of the Student Grievance and Grade Appeals Committee. University policy on Grade Appeals can be found at: www.csudh.edu/srr/schedule.htm

CLASSROOM ATTENDANCE

The curriculum of the MFT program is designed such that it can only be learned through direct experience. Thus, classroom attendance is of utmost importance to a student's ability to retain and apply course knowledge. Moreover, consistent attendance and punctuality reflect a student's commitment to the desirable professional behaviors of time management and planning and demonstrates responsibility and reliability to instructors and student colleagues. Therefore, students are expected to attend 80% of the class sessions. Missing more than three full or six half sessions, habitual tardiness or leaving early, as determined by the instructor, may result in lowering of the final grade or failure of the course.

POLICY REGARDING TERMINATION FOR ACADEMIC AND NONACADEMIC REASONS

The MFT program is structured to avoid having to terminate a student from the program for academic and nonacademic reasons. However, when prevention efforts have not been successful, students may be terminated from the program.

Reasons for which a student may be terminated from the MFT program are:

1. Having a grade point average which is less than 3.0 for more than one semester
2. Receiving a failure or "no credit" in the fieldwork practicum or being asked to leave two field placements.
3. Harassing coordinators, faculty or staff for questions and/or answers on course examinations or the comprehensive exams.
4. Exhibiting behavior in class or field that is assessed by the faculty to indicate an inability to perform with the maturity, sensitivity, or wisdom required for satisfactory Marital and Family Therapy practice.
5. Behaving unethically in a situation where the student knew or should have known that the behavior was unethical (e.g. taping other students and/or lectures without written releases/consent).
6. The student has serious difficulties accepting supervision in fieldwork, thereby undermining his or her learning and also placing clients' well-being in jeopardy.
7. The student has unresolved emotional problems that make it difficult for him or her to develop and maintain effective working relationships with clients.
8. The student is not capable of developing a viable helping relationship with clients due to extreme shyness, inappropriate prejudices or negative predispositions towards clients.

9. The student decides that a career in Marital Family Therapy is not really what he or she wants and is not motivated to complete the requirements for fieldwork.
10. Violations of any aspects as outlined in the AAMFT and/or CAMFT Code of Ethics.
11. Breaking any Statue or Regulation enforced by the California Board of Behavioral Sciences Department of Consumer Affairs.
12. As class lecturers are proprietary material of the University any taping/recording without University permission will be considered reason for termination from the program and University.

PROCEDURES FOR IMPLEMENTING THE TERMINATION

The procedure for implementing the termination process for academic and/or nonacademic reasons includes advising the student in writing of his or her status, a decision by the Student Services Committee of the Department of Marital and Family Therapy, and an opportunity for the student to appeal. Specific steps in the termination procedure include:

1. Any member of the faculty, the Fieldwork Coordinator, or a fellow student may initiate review by communicating his or her concerns to the Director of the MFT program.
2. The student's advisor will then confer with the student to:
 - a. Inform him or her of concerns regarding performance;
 - b. Obtain the student's perspective;
 - c. Determine if termination is warranted;
 - d. Determine if the student might wish to withdraw. The faculty advisor prepares a written report that is presented to the student and the Director of the MFT program. The Director of the MFT program, with faculty consultation, refers the matter to the Chair of the Student Affairs. The Chair of the Student Services Affairs talks to any persons with relevant information including but not limited to the student, the student's advisor, faculty member, Faculty Fieldwork Coordinator, or to the student bringing the matter to the attention of the program. The Student Affairs then makes a decision regarding termination, no termination or remedial action. The Director of the MFT program implements the Committee's decision with written notice to the student.

The student may appeal the decision to the Director of the MFT program, whose decision will be final.

REGISTRATION

Enrollment and registration in courses at CSUDH is available from the CSUDH Registrar's Office via my.csudh.edu. My.csudh.edu allows students to access their records (schedules, grades, transcripts), check their financial aid status, account balance, search for classes, etc. If you need technical assistance with registration you can reach the IT helpdesk at (310) 243-2500.

Classes may be added during the first three weeks of instruction with the instructors written approval. Students who wish to drop a class must do so themselves. Verbally informing the instructor is not sufficient. If the student does not drop the course within the prescribed period he/she may receive a failure grade for the course. Any changes in a student's program (e.g. adding/dropping a class, changing from one section to another of the same course) must be made before the deadline date listed for each semester in the official University Academic Calendar. See the Academic Calendar at the beginning of the University Catalog or the Class Schedule for specific deadline dates for the particular term. All students must be enrolled in the proper section of each course. Failure to enroll in the proper course and/or section may result in a delay of graduation.

For students who must submit a petition to change for a previous semester (retro-enrollment), the student must obtain the approval of the Director of the MFT program, who must write a letter of support. Retro-enrollment requests are not automatic and there must be an extenuating circumstance. If approved at the departmental level, retro-enrollment requests are processed through the Office of Graduate Studies for additional approval prior to filing with the Registrar. Enrolling in the wrong section of a course or failing to enroll are not sufficient reasons for retro-enrollment and may result in a delay of graduation.

It is the student's responsibility to ensure enrollment in the correct courses by the appropriate deadlines. Students should see their Faculty Advisor or the Director of Admissions and Student Services if they have any questions about enrollment.

GRADUATE ENROLLMENT POLICIES

Continuous Attendance Requirement

In following of university policies, all MFT students must maintain continuous attendance, defined as attendance in regular session each fall and spring semester of the college year. Students who have completed their course work but not their advanced community/research project may maintain continuous enrollment by registering for this course with permission of the Director of the MFT program. MFT students who fail to maintain continuous attendance interrupt their residency and must reapply to the university; they are subject to any new requirements of the university or program.

Students who break continuous attendance are not guaranteed readmission to the program, and if readmitted, lose their residency credit (courses they may apply to the degree), and their catalog rights. Loss of residency units means there is no guarantee that more than 9 units of previous work may apply to the degree requirements upon readmission to the program. For more information about the continuous attendance requirement, refer to the University Catalog.

Leave of Absence

In rare instances or extenuating circumstance a student in good academic standing may request a leave of absence. The student must be conditionally classified or classified graduate students with a grade point average of 3.0 or better. Application for the leave must be filed with the Coordinator of Admissions and Student Services before the first day of classes for the semester during which the leave is to begin, and should be

accompanied by appropriate documentation. When approved, the student must register for MFT 600.

The minimum leave is one full term and the maximum is one calendar year. Under compelling circumstances, a student may request, in writing and in advance, an extension of the leave. The total number of approved leaves may not exceed two, and the duration of leaves may not total more than two calendar years.

The leave is approved at the discretion of the Coordinator of the MFT program. A student may be required to submit periodic reports while on leave. Approval of the leave does not constitute an extension of the time period for completing all course work and/or other requirements for the MFT degree.

Students who do not return to the university at the conclusion of their planned leave will be considered to have withdrawn from the university at the end of their last semester of regular enrollment at CSUDH.

Students meeting all conditions of the approved leave shall be required to complete an application for readmission on returning from the leave. A student shall be guaranteed reentry and retention of registration priority if all conditions of the approved leave have been met at the conclusion of the leave.

Any student on a leave of absence who does not comply with all provisions of departmental and university policies and the condition of the leave is subject to forfeiture of the advantages of this program.

Please refer to the University Catalog for more detailed information.

Request for Program Change

The MFT program has a procedure for students who wish to formally change their program status. If a student wishes to switch between the full or part-time programs the student must request this change in writing to their academic advisor at least one academic year before the beginning of the program change. The student must be in good academic standing and must provide documentation to support the reason for the change e.g., work schedule changes, family circumstances etc. The program director will make the determination whether or not to grant the request based upon documentation presented, cohort size and date request was submitted. If the request is granted then the student is responsible for adhering to the program requirements of the new program.

DEPARTMENT REQUIREMENTS FOR THE MASTER'S DEGREE

Master of Science in Marital and Family Therapy

The Master of Science in Marital and Family Therapy requires completion of 60 units of course work with a minimum 3.0 grade point average. The unit-load sequence looks like this:

- A. Required Courses (44 unites)
- MFT 500. Introduction to MFT (3).

- MFT 565. Assessment I MFT (3).
- MFT 566. Psychopathological Issues in MFT (3).
- MFT 570. Theories and Techniques of MFT, I (3).
- MFT 572 Theories and Techniques of MFT, II (3).
- MFT 575 Relationship Therapy: Treatment of Couples and Families (3).
- MFT 576 Studies I Human Communication (3).
- MFT 578 Child and Adolescent Psychotherapy: Research, Diagnosis and Treatment (3.)
- MFT 580 Cross-Cultural Family Values & Behavior (3).
- MFT 582 Psychopharmacological Issues in MFT (2).
- MFT 584 Legal and Ethical Aspects of Counseling (3).
- MFT 585 Treatment of Substance Abuse in Families (3).
- MFT 586 Current Issues in MFT (3).
- MFT 588 Treatment of Trauma in Families (3).
- PSY 550 Seminar in Developmental Psychology (3).

B. Pratica (16 units)

- MFT 510. MFT Practicum I (2)
- MFT 511. MFT Fieldwork I (2)
- MFT 520 MFT Practicum II (2)
- MFT 521 MFT Fieldwork II (2)
- MFT 530 MFT Practicum III (2)
- MFT 531 MFT Fieldwork III (2)
- MFT 540 MFT Practicum IV (2)
- MFT 541 MFT Fieldwork IV (2)

C. Comprehensive exams are taken in the sixth semester after the completion of all prerequisites, program courses and three practica. (See class sequence page 13.)

D. The students may take the Oral Comprehensive exam after successful completion of the written comprehensive exam (80% or better) .

E. Master's Requirement

In addition to the major requirements, students must meet all university requirements for the master's degree. Students should consult the section of the catalog entitled "Requirements for the Master's Degree".

MFT Comprehensive Examination Process Description:

Students graduating with a master's degree from CSUDH must demonstrate competency in the field of Marital Family Therapy (MFT). The MFT program identifies the Comprehensive Examination Process as the procedure used to assess the understanding and application of all of the material covered throughout the course of this program. There are two parts to this process: a written and an oral examination. The Written Exam is four hours long and is given the third week in March and in October each year. This exam includes both essay and multiple-choice questions. This is a cumulative exam. With successful completion of the written part students may take the Oral Examination. Two or more members of the faculty will conduct the Oral Exam. This one-hour examination will consist of two parts: 1. Case Presentation (100 points) and 2. Vignette with questions (100 points) from the examiners based on material presented throughout the program. Since this exam is scheduled for one hour; if the student is late he/she will only be given the remainder of the hour to complete the exam. If he/she is more than 30

minutes late he/she will be disqualified from the exam and must reschedule his/her Oral Exam. This rescheduled Oral Exam will count as the second attempt.

Eligibility:

1. To be eligible for the Comprehensive Examination, a student must have successfully completed all course work with a B grade or better, with no incompletes or work in progress.
2. Passed the Graduation Writing Examination with a score no lower than 8 or received no lower than a B in English 350 (upper division composition course from another university).
3. Students may still be enrolled in practica.

Evaluation:

Students must earn 80% on the exam to pass. If a student receives a 79% or lower on the first try of the written examination, he/she will be able to retake the exam as soon as it can be rescheduled. If the student fails to receive an 80% on the second attempt, the student must retake courses in the identified areas of weakness before attempting the exam for a third time. If on the third attempt, the student again fails to receive 80% he/she will be dismissed from the program.

UNIVERSITY REQUIREMENTS FOR THE MASTER'S DEGREE

Graduation Writing Assessment Requirement (GWAR)

All students are required to satisfy the Graduation Writing Assessment Requirement (GWAR) as administered by the University at matriculation and before the completion of 9 units in the MFT program. Failure to satisfy the requirement will result in an advising hold on the student's registration and students will need to contact a University Advisement Center (UAC) advisor to map out a strategy, including a signed contract to meet the requirement before the hold is lifted. This requirement must be met before students can begin taking their comprehensive examinations.

The GWAR may be met through one of the following options:

1. A score of "8" or higher on the Graduation Writing Examination (GWE).
2. A grade of "B" or higher in English 350.
3. An earned Baccalaureate Degree from one of the CSU campuses (other than CSUDH) with the GWAR having been satisfied in 1984 or later at the previous CSU campus
4. A grade of "B" or higher in an accepted upper division composition course from another university. Students who have taken the equivalent of the CSUDH Advanced Composition course, Eng 350, may request a review of its equivalency.
5. A score of "4.0" or higher on the Analytical Writing section of the GRE.

Please refer to the University Catalog or contact the Graduate Studies Office for more information.

Time Limit for Completion

In accordance to University policies, all requirements for the master's degree, including all coursework on the student's approved program of study must be completed within five (5) years. This time limit commences with the semester of the earliest course used on the student's program of study.

ADVANCEMENT TO CANDIDACY

Advancement to candidacy recognizes that the student has demonstrated the ability to sustain a level of scholarly competency commensurate with successful completion of degree requirements. Upon advancement of candidacy, the student is cleared for the final stages of the graduate program, which, in addition to any remaining coursework, will include the capstone project.

Following are the requirements for Advancement to Candidacy:

1. A minimum of 15 resident units
2. Classified Standing
3. An approved program of study
4. Successful completion of the GVAR
5. A cumulative GPA of 3.0 in all courses taken as a post-baccalaureate student
6. No grade lower than a "C" in the degree program
7. The Department will certify a student's advancement to candidacy at the end of the third semester, typically the fall semester of the second year of residence, after successful completion of the requirements listed above.

Because the Department also requires a capstone project, all students must follow the Department guidelines, procedures, and deadlines. As such, the student must also comply with the University's procedures and adhere to all the deadline dates as specified in the Thesis and Project Guide, available in the university bookstore and at the Graduate Studies website.

COMMENCEMENT/GRADUATION

Upon satisfactory completion of all course requirements for the MFT degree and at least 60 semester units, students will obtain departmental clearance for graduation.

Each prospective graduate must file with the University for graduation. In order to do this, the Marital and Family Therapy Program will issue all necessary departmental documentation to prospective graduates to be included with the Application for Graduation. The Application for Graduation, available in the Office of Admissions and Records or online at <http://www.csudh.edu/csudh/ar2000/forms.htm>, should be taken to the Cashier's Office with the payment during the announced filing periods. Students should direct all questions regarding graduation procedures to the Graduation Unit of the Office of Records and Registration.

Graduating students are invited to participate in the University's annual commencement ceremony held in May. If a student plans to participate in commencement, they must wear academic regalia, which should be purchased from the University Bookstore. Students can begin purchasing the academic regalia at the 3-Day Commencement Fair held annually. Academic regalia cannot be ordered prior to February 28.

As students prepare and apply for employment, they may request a letter that verifies that the department expects them to complete all requirements and receive the MFT degree. In cases where employers require an official verification statement that confirms the student has obtained the degree, the student must contact the Registrar's Office. The Registrar's Office maintains the sole authority to confer degrees and provide verification letters.

When all departmental and campus clearances are obtained, the Registrar can provide a verification letter prior to the date of availability of actual paper degrees. Students and prospective employers should directly contact the Registrar for degree verification.

RECORD KEEPING

It is highly recommended that all students retain a copy of all official paperwork from and to the University such as financial aid forms, transcripts, graduation application, etc. Students should also keep a copy of coursework documents such as course Syllabi, Papers, Field Evaluations, and any other documents that prove useful at a later time.

APPENDIX

A

University Nondiscrimination Statement California State University, Dominguez Hills

California State University, Dominguez Hills, a multi-ethnic and multi-cultural institution, has a policy of nondiscrimination in all matters affecting students, employees and applicants for admission or employment. Not only is the University committed to compliance with equal opportunity and affirmative action regulations, but to understanding and valuing diversity. The University seeks to be a model multi-cultural campus community.

California State University, Dominguez Hills is committed to assuring equal opportunities in educational programs and employment without regard to race, color, religion, sex, pregnancy, marital status, sexual orientation, national origin, age, disability, or veteran status. Laws and regulations issued by the United States, the State of California, and the Board of Trustees of The California State University require equal treatment for all persons. Only the following factors may be used to make distinctions among individuals: merit, ability, talent, knowledge, and achievement as they relate to the goals and missions of this institution. We reaffirm that full support will be given to affirmative action programs which seek to overcome under-utilization of ethnic minorities, women, Vietnam-era veterans, special disabled veterans, and persons with disabilities.

In addition to meeting fully its obligations of nondiscrimination under federal and state laws, California State University, Dominguez Hills is committed to creating a community in which a diverse population can learn, live, and work in an atmosphere of tolerance, civility, and respect for the rights and sensibilities of each individual, without regard to economic status, ethnic background, political views, or other personal characteristics or beliefs.

Every member of the University community shares in the opportunity to create a successful multicultural environment and in the responsibility to abide by and support policies of nondiscrimination. Every member of the campus community is urged to take positive action to ensure a campus climate that promotes civility and values diverse cultures, opinion, and perspectives.

Many people have worked hard, and with great success to build a diverse workforce at California State University, Dominguez Hills. They have neither sacrificed standards nor deviated from a commitment to seek qualified faculty and staff members who constitute a community that is diverse in race, ethnicity, gender, interests, and perspectives.

California State University, Dominguez Hills serves one of the most diverse groups of students and one of the most diverse communities in the nation. Its workforce is also one of the most diverse in the country. We, in particular, must work vigorously to promote a campus climate that respects human differences and values all human potential.

To assure compliance with the plan, the director of the office of Equity & Internal Affairs, is responsible for the overall coordination of our affirmative action program for both faculty and staff. She is directly responsible to President Mildred Garcia, for monitoring, evaluating and implementing our campus affirmative action plan. The plan is available for review in accordance with applicable regulations in the Office of Equity & Internal Affairs. Questions or complaints should also be directed to that office.

B

California State Business and Professions Code Section 4982-4982.3 as applies to Marriage and Family Therapist, Trainees, and Interns

The following websites have posted the California State Business and Professions Code as applies to Marriage and Family Therapist, Trainees, and Interns:

www.bbs.ca.gov

www.SupportCourt.com

www.law.onecle.com/california/civil

www.codes.1pfindlaw.com/cacode

info@cphins.com

California State University Dominguez Hills students in the Master of Science in Marital and Family Therapy Program are governed by the Board of Behavioral Sciences and California State Business and Professions Code as it applies to Marriage and Family Therapists.

C

CSUDH
Marriage Family & Therapy Department
Student Course Agreement

I _____, acknowledge I have received a
(Student name)

Marital and Family Therapy Student Handbook and have been given an opportunity to ask questions regarding the contents. I also understand the laws and ethics that cover Marriage and Family Therapy are followed in this program.

I further acknowledge that during the term of this program when given an opportunity to ask questions regarding this manual I may ask the Program Chair or Field Coordinator.

I acknowledge that it is my responsibility to ask questions that enhance my learning and understanding of the material in this Manual.

I also acknowledge it is my responsibility to arrange to meet with the either the Program Chair or Field Coordinator if additional assistance is needed in understanding key concepts as written in this Manual.

I understand that this Manual along with permission numbers to classes will not be replaced.

Student Name (print)

Signature

Date