



TOURO UNIVERSITY

WORLDWIDE

Letter of Introduction to Practicum Site

To: Potential Practicum Site
From: Professor Kaleena Prate, M.S., LMFT
Coordinator of the MFT Practicum
Touro University Worldwide

Thank you for considering a student from Touro University Worldwide (TUW) for a practicum experience at your agency. TUW is accredited by the WASC Senior College and University Commission (WSCUC). It is approved by the Board of Behavioral Sciences (BBS) of California and the Board for Mental Health Practitioners of New York. TUW offers a Master of Arts in Marriage and Family Therapy. The student who has approached you is enrolled in the Marriage and Family Therapy Master's Program. This program meets the curriculum requirements leading to licensure as a marriage and family therapist in the state of California, and most other states.

TUW requires its students to engage in a supervised practicum experience in their home communities following the completion of minimum of 30 credits out of the 60 credits required by the university. The practicum is intended to complement the student's graduate course work and provide an opportunity to learn foundational clinical skills, including assessment, diagnosis, knowledge of legal and ethical issues, referral and adjunctive services, treatment of mental disorders, therapeutic interventions, case management, prognosis and termination.

This is the first clinical experience for most students. While engaged in the practicum, students are also enrolled in a Practicum/Trainee class at TUW, which requires students to post in our Integrated Campus platform every week using the following forms: (1) Practicum Reflective Learning Tool and (2) Moment to Moment tracking with Mindfulness. The completed documents are reviewed by the faculty and feedback and grading are provided.

Students must meet the following practicum requirements to graduate from TUW:

- Completion of a minimum of 300 hours of supervised experience at a traineeship site.
- Provision of a minimum of 225 hours of direct client contact consisting of face-to-face counseling with individuals, couples, families or groups.
- Completion of a minimum of 75 other hours, which may be any combination of supervision, training, additional direct client contact, telephone counseling, case management, staff meetings and writing progress notes and clinical reports.

- Recommended caseload of at least six to eight client hours per week (individual, couples, families, and/or groups)
- Submission of a weekly traineeship log, signed by the clinical supervisor, documenting the hours spent at the practicum site. The activities that the trainee did (moment to moment), and filling out the Reflective Learning Tool every week (posting those on the MFT Practicum site in the TUW LMS –Integrated Campus). All students are required to procure their own professional liability insurance even if the practicum site has insurance that covers the student. You may check with your local chapter of AAMFT for insurance resources.
- Additional requirements (total and/or direct client contact hours) may be required by the state you intend to get licensed in.

In order to meet Touro's educational requirements, the practicum site is asked to provide the following:

- Clinical supervision with a licensed clinician who must have authority over the student's clinical work.
- Clinical supervision must include at least one hour of individual supervision or two hours of group supervision (with no more than eight group members) per calendar week.
- The clinical supervisor must be a licensed mental health clinician practicing as a marriage and family therapist, licensed clinical social worker, psychologist or board-certified psychiatrist. In some states, a licensed professional counselor or licensed mental health counselor may be acceptable.
- The clinical supervisor must be licensed for at least two years, must be licensed in the state where the supervision is occurring, and must meet state supervisor requirements.
- The clinical supervisor must agree to ensure that all state laws, regulations and professional ethics are followed. Please be aware that since students practice away from the Touro campus, the clinical responsibilities between the trainee and the client rest exclusively with the practicum site.

Prior to a student beginning a practicum, the site must be approved by Touro University Worldwide.

California, and other state laws, requires that a Memorandum of Agreement (MOA) outlining the responsibilities of each party be signed between the agency, the student and the university. The student can provide you with a copy of this agreement.

The practicum can be an exciting and challenging experience and has the potential to provide valuable feedback to students as well as a rich introduction to the practice of MFT. It is the intent of TUW to establish cooperative and collaborative relationships with the practicum sites so that our students can become sensitive, compassionate and skilled clinicians.

If you would like additional information about requirements, please contact me at Kaleena.Prate@tuw.edu.

Sincerely,
Kaleena Prate, M.S., LMFT
Coordinator of the MFT Practicum
Touro University Worldwide