Fieldwork Orientation for Marriage and Family Therapy

Clinical Coordinators:
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Fieldwork Purpose

The purpose of fieldwork is for the intern to gain professional clinical experience in a clinical setting.

Basic Fieldwork Format

- 700 total clinical hours on site over 3–4 quarters of study:
  - 100 practicum in 10 weeks.
  - 600 internship over 2–3 quarters.
- 1–1.5 hours weekly of individual or triadic onsite site supervision (12 per term).
  - It is a CACREP requirement that ongoing tape review, live supervision, or co-counseling occur between the intern and the supervisor.
- 1.5–2 hours weekly of group phone and computer-assisted supervision with university faculty instructor (15 per term).
- Taping of clinical sessions for training purposes.
  - Capella requirement for audio or video recording of at least one counseling session per quarter.
  - Required for training purposes: Interns transcribe and annotate a portion of the tape for their final online course project.
  - Tapes will only leave the site with the site supervisor’s and client’s special release for the specific purpose of faculty phone supervision. Transcriptions must be done on-site or have arrangements made with supervisor to complete off-site taping.
- Faculty supervisors contact site supervisors every 2 weeks by email or phone to support learner progress. Supervisors reply to calls and emails.
- Fieldwork application due a minimum of 60 days prior to the beginning of term you wish to start practicum.
- Look on iGuide under Counselor Resources for more information before contacting your clinical coordinator or instructor with questions.

Payment as Intern

Unless required by their state, interns cannot be paid for their clinical work during their academic fieldwork experiences. This Capella requirement is due to many states having “Practice Acts” that preclude students from being paid while gaining fieldwork experience.

Employment and Fieldwork at Same Site
Interns performing their practicum/internship at their place of employment must have a fieldwork experience that is **significantly** different from their paid employment. Documentation must be provided.

- Different population (for example, adults at paid work but children in fieldwork).
- Different supervisors: one for paid work, another for fieldwork
- Different locations, if possible, and different days
- Different services provided (for example, case management at paid work but counseling in fieldwork).

If there is any uncertainty about these differences, please discuss concerns with the Clinical Coordinator.

**Site Supervisor Requirements**

- Be a licensed or credentialed mental health professional in your state (current documentation required).
- Minimum 2 years post-licensure experience.
- CV or résumé must be provided.
- Evidence of training or education in supervision (certificate of completion or transcript required). *If the supervisor has not had training and they would like to complete Capella’s online training so they can be approved, please submit their information to the clinical coordinator a minimum of 70 days before the start of the term you wish to begin. This will give the supervisor time to be entered into the system and complete the online module in a timely fashion. Verbal or written confirmation must be submitted by the site supervisor to the clinical coordinator.*
- Cannot have a dual relationship with the intern; cannot be or have been the intern’s counselor.
- Provide weekly supervision: minimum of one hour, one-to-one or triadic (12 total per term).
- Provide adequate work space and the ability to provide direct service to students through 1-1 and group counseling.
- Must provide opportunity for direct client contact with couples or families.
- In internship, provide opportunity for a minimum of 5 consecutive weeks of co-facilitating a small group for a minimum of 10 total hours.
- Responsible for all clinical decisions for interns’ on-site cases.
- Advise faculty instructor of questions and concerns and collaborate bi-weekly with faculty instructor with questions and concerns.
- Completion of End-of-Term Evaluation of Intern. Due Week 9 of the academic quarter; sent to the intern’s faculty instructor electronically.
- Sign off on all hours completed by the intern.

**Faculty Fieldwork Supervisor**

- Provides phone or online group supervision for 90–120 minutes weekly via group conference call; minimum 15 hours per term.
- Every-other-week contact with site supervisor by email or phone.
- Monitors intern progress via activity logs, courseroom discussions, and assignments.
Online Course Work Requirements

In addition to accruing clinical hours at the site, interns will be enrolled in a companion course online. Interns are required to:

- Read and evaluate assigned text chapters and relevant journal articles.
- Record and transcribe at least one client counseling session on site per academic quarter; more sessions if requested by faculty instructor.
- Transcribe and annotate the taped session (approximately 15–20 minutes) for an online course project and case conceptualization (Practicum and Internship I).
- Participate in weekly online discussions with the faculty supervisor and classmates related to readings, phone supervision, and fieldwork experience.
- Submit all required paperwork, including weekly activity logs, narrative logs, confidentiality agreements, proof of liability insurance, learner evaluations, and updated fieldwork agreements.

Practicum Hours (100)

- Practicum is a separate and self-contained experience from internship.
- Practicum cannot be started until after the 5921 residency and online course are completed. Applications can be turned in while completing the online course as long as other prerequisites for practicum are complete or showing up on the current learner transcript. See the university catalog for details.
- The required 100 hours for practicum must be completed in the 10-week academic quarter for the learner to pass. This comprises of the following:
  - Minimum of 40 hours of direct contact. Minimum of 20 hours direct contact with couples or families.
  - Up to 48 hours of non-direct contact (attending meetings as a non-contributing participant, observation or shadowing, preparation of lessons or group plans, faculty meetings).
  - 12 hours of required 1-1 or triadic supervision with approved site supervisor
  - The required weekly telephonic group supervision hours (15) does not count toward your 100 hours.
- While the hours collected during the academic break between practicum and Internship I are not counted toward any of the required hours, interns are expected to treat the entire experience responsibly. Therefore, if the intern wants to take off during the academic break, they must request that time from the site supervisor and making sure that the learner’s clients are treated ethically and responsibly.

Internship I & II Total Hours (600)

- Internship is a six-month or more continuous experience.
- Although this encompasses two academic quarters, all hours collected during this time, including the break between the quarters, will be counted toward the 600 required hours.
  - Hours between practicum and Internship I do not count toward the 600 hours.
  - Minimum of 240 hours of direct contact required including 1-1 and group work (minimum 5 consecutive sessions of group work, 10 hours minimum total contact). If your state requires more direct contact, please follow those requirements. A minimum of 120 of those direct contact hours must be with
couples or families. Again, if your state requires more couples and family direct contact hours, please follow those requirements.

- Up to 340 hours of non-direct hour, which includes a minimum of 24 hours of 1-1 or triadic supervision on site with site supervisor.
- The required weekly telephonic group supervision hours (15 per term) does not count toward your 600 hours.

- It is expected that during the quarter breaks interns will continue to meet with clients, attend supervision with the site supervisor, and complete all weekly obligations.
- There is no group phone supervision during quarter breaks.
- If you suspect internship hours will not be completed by the end of Internship II, notify both your instructor and the clinical coordinator as soon as possible or by Week 5 of Internship II.

Internship III (300 additional hours) or Internship C

If your state requires additional fieldwork hours for your credential you may take Internship III.

If you believe you will need more than 2 quarters to complete your internship experience due to work or life emergencies or demands, this is the option to extend your internship. If this is your case, please alert your faculty instructor and contact your clinical coordinator for further information as far in advance as possible. The process for this is under development at this time.

Definition of Hours on Site

- **Total Hours**: the sum of all direct, non-direct, and individual supervision hours
- **Direct Contact Hours**: the number of hours the intern is directly interacting with clients in the capacity of a counselor. These are not just observing. Co-counseling and co-facilitation of groups are counted as direct contact.
- **Non-Direct Hours**: all activities on site that are not supervision or direct contact with clients. These activities could include case notes, staff meeting, preparation for sessions, and the like.
- **Individual Supervision with Site Supervisor**: one-to-one or two-to-one supervision with the credentialed and approved supervisor.
- **Additional types of supervision** and staff meetings as offered or required by your site are welcome, but they will not meet the requirement for individual or triadic supervision. However, they are considered non-direct contact hours.

Minimum Fieldwork Hours Requirements

**Practicum: 100 hours minimum**

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<thead>
<tr>
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<th>Hours</th>
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<tbody>
<tr>
<td>Direct Contact</td>
<td>40 hours (total minimum)</td>
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<tr>
<td>Couple or Family</td>
<td>20 hours (minimum)</td>
</tr>
<tr>
<td>Non-Direct Contact</td>
<td>48 hours (maximum)</td>
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<tr>
<td>Individual Supervision</td>
<td>12 hours (minimum)</td>
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Internship I and II inclusive: minimum 600 hours

<table>
<thead>
<tr>
<th>Direct Contact</th>
<th>240 hours (total minimum)*</th>
</tr>
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<tbody>
<tr>
<td>Couple or Family</td>
<td>120 hours (minimum)</td>
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<tr>
<td>Non-Direct Contact</td>
<td>336 hours (maximum)</td>
</tr>
<tr>
<td>Individual Supervision</td>
<td>24 hours (minimum)</td>
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* 10 hours must involve a group leadership experience, including a minimum of 5 continuous group sessions. Groups may be psycho-educational but cannot be strictly education or training. Classroom guidance does not meet this requirement.

Weekly Activity Logs

- Interns complete a weekly activity log in which they record all on-site activities. Interns also complete a weekly narrative log that has a more detailed account of activities performed. These are uploaded bi-weekly in the Assignment area as well as twice per term in zip files.
- Hours are documented in 15-minute increments indicated by .25, .5, and .75
- Site supervisors review and verify all hours recorded by the intern each week.
- Site supervisors sign each weekly activity log to verify the accuracy of the recorded hours. Electronic or typed signatures are not accepted.
- Interns scan and submit logs to the faculty supervisor in the courseroom in the Assignment area. Activity logs are also sent directly to Capella via fax or email.

Change in Site or Site Supervisor During Fieldwork

- You may change your site or site supervisor during fieldwork. If you change a site, you cannot begin to accrue hours until the site and supervisor are formally approved by the clinical coordinator and your site and university supervisor are notified.
- You may add a site or site supervisor during fieldwork.
- A new fieldwork application must be completed and submitted for any changes or additions to your fieldwork experience. This must be done in a timely manner in order to facilitate approval by the clinical coordinator. Hours will not be counted at your new site until formal approval.
- If you cease to work at your site for any reason, immediately contact your fieldwork instructor.

Grading

- Practicum and internship have differentiated weights for components of the course that include:
  - Participation in weekly group supervision.
  - Participation in weekly discussions.
  - Completion of unit activities.
  - Site and faculty evaluations.
  - Course project components.
Capella Professional Liability Insurance

- Capella provides learner liability insurance effective during courseroom terms.
- You must request a copy of the policy with your name from the Capella clinical coordinators.
- Learners will then provide their site supervisor with a copy of the policy.

Learner Professional Liability Insurance Required

- All Capella learners must join a professional association (ACA, AAMFT, ASCA, AMHCA, et cetera) as a student member. These associations often provide student liability insurance at no additional cost.
- Learners must post documentation of a current policy at the start of each quarter in the fieldwork courseroom. The face sheet of the current policy will also need to be submitted to Capella, along with a completed cover sheet, via fax or email.
- No work can be done with clients without documentation of a current liability policy.
- Learners must have their own professional liability insurance coverage even if a site provides coverage.

Confidentiality Agreements

- Learners are required to print and complete a confidentiality agreement at the start of each term. This agreement is signed by both the intern and the site supervisor and uploaded in week 1 into the courseroom. It is also best practice to provide a copy of this to your Site supervisor.

Fieldwork Applications

- Applications for practicum are due at least 60 days before the start of the quarter in which you wish to begin.
- Learners from New York will need to work closely with their state boards and are encouraged to contact the Capella licensing resources before submitting their applications.
- Applications take approximately 1–2 weeks to review.
  - Applications must be submitted in one PDF file.
- Be sure to use the current fieldwork application on iGuide for counseling.
- You will find the specific steps for completing and submitting your fieldwork application on iGuide. Under the Schools and Programs menu, go to the Harold Abel School of Social and Behavioral Sciences and click Department of Counseling. Scroll down to Counselor Fieldwork Resources and click View our Counselor Fieldwork Resources.

It is strongly suggested that you begin to look for a site and preplan this experience early, as sites are increasingly stringent in the number of internships they provide. Capella cannot provide direct support for locating or securing sites. But if a contact is established with a site, and the site needs to contact Capella for confirmation, contact your clinical coordinator for assistance.
Before contacting the fieldwork coordinator, please review all the information about fieldwork available in the Counselor Resources on iGuide. On the Schools and Programs menu, go to the Harold Abel School of Social and Behavioral Sciences and click Department of Counseling. Scroll down to Counselor Fieldwork Resources and click View our Counselor Fieldwork Resources.

After reviewing the information on iGuide, if you have any questions or concerns regarding the fieldwork process or the Application, please contact the Marriage and Family Therapy Clinical Coordinators at FieldworkMFT@capella.edu.