

**AGREEMENT BETWEEN THE  
QUALIFYING DEGREE PROGRAM, SUPERVISED PRACTICUM SETTING,  
SUPERVISOR, AND USC MARRIAGE & FAMILY THERAPY TRAINEE**

**4-way Agreement<sup>1</sup>**

Trainee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Agency Name: \_\_\_\_\_

To the MFT Trainee: First, read, initial, and sign this document. Then, take it to the director of your clinical site and to your Clinical Supervisor to read and sign. After all three have signed the contract, your practicum/fieldwork instructor will sign your contract. Be sure to make and distribute photocopies to the Agency Director, Clinical Supervisor, and your instructor. You should keep the original form. **The completed "4-Way Agreement" must be on file before supervised clinical hours begin in order for the hours to count towards practicum/fieldwork hours.** The Clinical Training Faculty are:

Dr. Ginger Clark (213) 740-3479

Dr. Mary Andres (213) 740-8521

Dr. Michael Morris (213) 740-3255

**I ..... RESPONSIBILITIES OF THE PARTIES**

**A. USC, Master's in Marriage and Family Therapy, THE QUALIFYING DEGREE PROGRAM**

1. Shall approve the placement of each trainee at the supervised practicum/fieldwork setting;
2. Shall have this written agreement with the supervised practicum/fieldwork setting, supervisor, and trainee that details each party's responsibility, including the methods by which supervision will be provided;
3. Shall provide forms for regular evaluations of the student's performance at each supervised practicum setting (reviewed twice in each practicum/fieldwork class)
4. Shall coordinate the terms of this agreement with each of the named parties;
5. Shall evaluate the appropriateness of the supervised practicum experience for each trainee in terms of the educational objectives, clinical appropriateness, adequacy of space and census, availability of required supervision, and scope of the license of a Marriage and Family Therapist (MFT) as set forth in Section 4980.02 of the California Business and Professions Code;
6. Shall register each student who states intent to pursue the MFT license as an MFT Trainee in Practicum after the student has completed begins their practicum course at USC (enrollment in practicum class and completion of required forms for traineeship status);
7. Shall require that each student gaining clinical hours in a supervised practicum setting procure professional liability insurance;

\_\_\_\_\_

8. Shall have a designated liaison to the practicum setting and clinical supervisors called the Clinical Coordinator who shall assume major responsibility for the coordination of this arrangement between students and clinical sites in his/her catchments area.

\_\_\_\_\_Initials of Clinical Training Faculty, USC

## **B. THE SUPERVISED PRACTICUM SITE**

1. Shall provide the trainee and the supervisor with the documentation necessary to verify to the Board of Behavioral Sciences (BBS), upon request, that the placement is one that is named in law as appropriate for an MFT Trainee, and that the trainee is employed in the manner required by law. Such documentation is specified by the MFT Experience Verification Form and may include but is not limited to the agency sections 501c3, 1250, 1250.2 or 1250.3;
2. Shall evaluate and continually verify the qualifications and credentials of any employee who provides clinical supervision to MFT trainees;
3. Shall provide adequate resources to the trainee and the supervisor in order that they may provide clinically appropriate services to clients, including: Providing adequate private office space to see clients, make telephone calls, and do paperwork, as well as receive supervision; ensure a large enough client census to fill each trainee's required caseload of 7-10 weekly face to face clinical hours (individual, group, family, couples, psycho-education.); etc.
4. Shall provide adequate orientation to the trainee to the policies and practices of the agency, as well as preferred treatment modalities of the site (orientation typically takes one to two weeks, sometimes longer);
5. Shall notify the qualifying degree program in a timely manner of any difficulties in the work performance of the trainee;
6. Shall provide the trainee and the supervisor with an emergency response plan that assures the personal safety and security of trainee, supervisor, and trainee's clients in the event of a fire, earthquake, or other disaster, as well as in the case of violence or threat at the site;
7. Shall provide the trainee with experience within the scope of practice of a Marriage and Family Therapist;

The minimum requirement of 17-20 hours per week of clinical work (per school semester) relates to the following guidelines:

- a. **At minimum, Seven, and at maximum, ten (7-10) direct client contact hours per week; A full case load of 7-10 clients should be achieved within eight weeks of start date at the site.**
- b. **At minimum, one (1) hour of individual supervision per five (5) hours of client contact and two (2) hours of group supervision (with no more than 8 trainees in a group), or one (1) additional hour of individual supervision for client contact hours that exceed five (5) hours but do not exceed ten (10) client contact hours.** If client contact hours exceed ten (10) hours per week, the trainee will be provided additional supervision as stipulated by BBS regulations. More than 10 clinical hours should *not* be expected in a 20-hour workweek, as that would require 1 additional hour of individual supervision or 2 additional hours of group supervision. **Therefore, if more than 10 clinical hours are allowed, there should be an explicit agreement between the site, student, and degree program that the student is working more than 20 hours a week, and has adequate time for additional activities listed below;**

- c. **Additional activities require four to seven (4-7) hours per week, including:** Additional individual or group supervision (beyond the 2 supervision units described above) when more than 10 clinical hours occur in one week, staff meetings, case conferences, case management, training seminars, crisis work, report making, and documentation (note writing);
8. Shall be familiar with, operate under, and require the adherence to the laws and regulations that govern the practice of Marriage and Family Therapists in the State of California, and in particular those that directly affect the MFT trainee; Shall be familiar with, operate under, and require the adherence to the ethical guidelines of one of the following professional organizations: American Psychological Association, American Counseling Association, American Association for Marriage and Family Therapy;
9. Shall provide the qualifying degree program with a print out of the board verification of the current license of each supervisor who will be supervising the degree program's trainees;
10. Shall provide the qualifying degree program with BBS required documents necessary to assure that the trainee's performance of duties conforms to BBS laws and regulations;
11. Shall notify the qualifying degree program and the trainee of change of address, phone, ownership, or status that may affect the ability of the trainee to count hours gained at the Site;
12. Provide **videotaping** opportunity (or accepted alternative) for the trainee, where the trainee records one therapy session, at least once during each semester enrolled in practicum/fieldwork;
13. **Provide advance notice to student and qualifying degree program when a change in client census, supervision availability (vacations), or any other change will affect a students' ability to gain their training requirements, or when a breach with this agreement is expected.**

\_\_\_\_\_Initials of the Representative of the Practicum Site

### C. THE SUPERVISOR

1. Shall be responsible for assuring that all clinical experience gained by the trainee is within the scope of practice of marriage and family therapy;
2. Will be licensed for at least two years in California as a marriage and family therapist, clinical social worker, psychologist, or physician who is certified in psychiatry by the American Board of Psychiatry and Neurology;
3. Will have completed and remain current with the appropriate 6 units of "supervisor" continuing education requirements required by the BBS every 2 years for supervisors licensed as Marriage and Family Therapists or Clinical Social Workers;
4. Shall sign and abide by the "Responsibility Statement for Supervisors of a Marriage and Family Therapy Trainee or Intern" as described in Section 1833.1 of the California Code of Regulations;
5. Shall complete and sign the "MFT Experience Verification Form" of the trainee upon graduation, and again upon completion of training if those two dates differ;
6. Shall describe, in writing, on Section II of this document the methods by which supervision will be provided;
7. Shall provide regular progress reports and evaluation of the trainees' performance at the site to the qualifying degree program at the middle and end of each semester (approximately once per 7 weeks);
8. Shall abide by, and require trainees to abide by, the ethical standards promulgated by the professional association to which the supervisor belongs (e.g., AAMFT, CAMFT, APA, ACA);

9. **Shall review and sign** the "Weekly Summary of Hours of Experience" log required by Section 1833(e) of the California Code of Regulations *on a weekly basis*;
10. Shall provide the agency with a current print out of board verification of his or her current license and resume, and notify the qualifying degree program and the trainee immediately of any action that may effect his or her license;
11. Shall be familiar with and abide by, and require trainees to abide by, the laws and regulations that govern the practice of Marriage and Family Therapy in the State of California and in particular those that directly affect the MFT trainee;
12. Shall provide the trainee with one **(1) hour of individual supervision for five (5) hours of trainee client contact, and one (1) hour of individual or two (2) hours of group supervision** (not to exceed 8 trainees per group) **for client contact hours that exceed the five (5) hours but do not exceed ten (10) hours.** If client contact hours provided by the trainee exceed ten (10) hours, then supervision will be provided as stipulated by BBS regulations. Supervision must be provided within the same week as the clinical hours it covers. More than 10 clinical hours per week must be approved, in advance, in an agreement with the trainee, and qualifying degree program, and the training site, and must include adequate time above 20 hours to account for record keeping, supervision, and other necessary activities;
13. Shall provide the trainee with a policy and procedure for crisis intervention and other client/clinical emergencies, in particular those that are mandated by law (e.g., child abuse, danger to self, others, etc.);
14. Shall, if providing supervision on a voluntary basis, attach the original written agreement between the trainee, the supervisor, and the training site required by title 16, CCR Section 1833(b) (4);
15. Shall complete all the required trainee evaluation forms at mid and final semester, by their prescribed time.

\_\_\_\_\_Initials of Clinical Supervisor

#### **D. THE TRAINEE**

1. Shall have each supervisor complete and sign the "Responsibility Statement for Supervisors of a Marriage and Family Therapy Trainee or Intern" before gaining supervised experience. The trainee is to retain the original signed document and send this form to the BBS at the time of intern registration. All trainees, however, must file a copy with their USC Practicum/Fieldwork Faculty;
2. Shall maintain a weekly log of all hours of experience gained toward licensure as required by Section 1833 (e) of the California Code of Regulations. Logs must be signed each week to avoid loss of supervision signatures due to unforeseen supervisor termination;
3. Shall be responsible, along with his or her supervisor, for providing complete and accurate documentation to the BBS in order to gain hours of experience toward licensure;
4. Shall be responsible for learning those policies of the supervised practicum setting that govern the conduct of regular employees and trainees, and for complying with such policies. When a formal orientation is not provided, one should be requested by the trainee, first to the clinical supervisor, and then to the clinical coordinator, if the supervisor is unable to accommodate the request;
5. Shall be responsible for participating in the periodic evaluation of his or her supervised practicum/fieldwork experience to be sent to the qualifying degree program;
6. Shall be responsible for notifying the qualifying degree program in a timely manner of any professional or personal difficulties that may affect the performance of his or her professional duties and responsibilities;

7. Shall abide by the laws and regulations of the State of California related to the practice of Marriage and Family therapy and to the ethical code of the American Counseling Association; the American Association for Marriage and Family Therapists; and the USC MFT conduct guidelines;
8. Shall have completed all prerequisite courses for EDUC 644 and EDUC 645a and 645b (Practicum/Fieldwork) before providing supervised psychotherapeutic services to clients, and shall in no way be deemed unsuitable for practice, despite satisfactory academic performance in the program. The program reserves the right to delay or deny advancement to practicum to any student deemed unsuitable for practice, with appropriate evidence of impairment, lack of maturity, professionalism, insight, or of an inability to appropriately represent the MFT program at USC in the fashion set forth in the student conduct agreement.
9. Shall be aware that the qualifying degree program requires that he or she obtain professional liability insurance while working in a clinical placement;

\_\_\_\_\_ Initials of the Trainee

**II .....METHODS OF SUPERVISION**

Section 1833.1 (a) (6) requires that the supervisor monitor the quality of counseling or psychotherapy performed by the trainee by direct observation, audio or video recording, review of progress and process notes or records, or by any other means deemed appropriate by the supervisor, and furthermore that the supervisor shall inform the trainee prior to the commencement of supervision of the methods by which the supervisor will monitor the quality of counseling of psychotherapy being performed.

Instructions to Supervisor: Section II of this agreement will serve to inform the trainee about the methods you will use to monitor the quality of his or her performance with clients. (Note: Supervision *must* include direct observation *or* video recording (or audio recording when video recording is not possible)).

Check all that apply:

- |  |                                |
|--|--------------------------------|
| _____ Direct Observation                               | _____ Student Verbal Report    |
| _____ Audio Tape                                       | _____ Role Play                |
| _____ Video Tape                                       | _____ Other<br>(Describe)_____ |
| _____ Evaluate Trainee's Process and<br>Progress Notes |                                |

**III .....ADDITIONS**

A. TERMINATION

The expectation of all parties is that this agreement will be honored mutually. Termination of this agreement *with* cause shall be in accordance with the academic policies of the qualifying degree program, outlined in this agreement, or the employment or volunteer policies of the supervised practicum setting. Any party may terminate this agreement *without cause* by giving all other parties 30 days notice of the intention to terminate. Termination of the trainee's or supervisor's employment

under terms of this agreement must take into account the clinical necessity of an appropriate termination or transfer of psychotherapeutic clients. In any case, it is assumed that if there is an early termination of this agreement on the part of the trainee, the supervised fieldwork setting, or the supervisor, such a decision must include prior consultation with the qualifying degree program and vice versa.

**B. CHANGES IN THE AGREEMENT**

This agreement must be amended in writing and signed by each party.

**C. INDEMNIFICATION**

The qualifying degree program requires that each trainee procure professional liability insurance before working with clients in a supervised practicum setting. The supervised practicum setting assumes all risk and liability for the student's performance of services while at the supervised practicum setting.

**IV .....TERM OF AGREEMENT**

FROM \_\_\_\_\_ TO \_\_\_\_\_ (to be filled in by Agency)  
(Date this agreement is valid) (Date student expected to leave agency/institution)

**SECTION V ..... SIGNATURES**

Name of Agency: \_\_\_\_\_  
 Address and Phone Number: \_\_\_\_\_

**I. For practicum placement setting (Agency Director):**

Name (please print)	Title	Email
Signature	Best Phone	Date

**II. Supervisor (Primary Site Supervisor):**

Name (please print)	Title	Email
Signature	Best Phone	Date
License(s) held: # _____	MFT	
_____	Psychologist	
_____	LCSW	
_____	Psychiatrist (M.D.)	

**II. Supervisor (Secondary Site Supervisor):**

Name (please print)	Title	Email
Signature	Best Phone	Date
License(s) held: # _____	MFT	
_____	Psychologist	
_____	LCSW	
_____	Psychiatrist (M.D.)	

**III. Trainee:**

Name (please print)	Social Security Number
Signature	Date

**IV. For qualifying degree program (Advisor/Clinical Training Faculty):**

Name (please print)	MFT Clinical Training Faculty
Signature	MFT Clinical Training Faculty
Signature	Date

REMINDER to the Trainee: Please distribute signed photocopies to those who sign above, keeping the original for yourself. The "4-Way Agreement" must be on file with your advisor, before hours may be counted for practicum/fieldwork.