MAMFT PRACTICUM HANDBOOK



THE KING'S UNIVERSITY

TABLE OF CONTENTS

01 Welcome Message

02 What is a Counseling Practicum?

03 Practicum Site Approval

- Professional Orientation
- Personal Liability Insurance
- Logging Hours
- Placement
- Representing The King's University
- Final Approval
- Site Approval Forms

04 Clinical Hours

- Required Hours
- Time2Track
- Hours Accrued Between Semesters
- Evaluation Form

05 Roles and Responsibilities

- Faculty/ Staff
- MAMFT Student
- Site Supervisor

06 Definition of Terms

- Definitions
- Approved Practicum Site List

Shayla Rumsey, LPC, RN

Welcome to the BIBC Counseling Practicum Handbook! We are here to guide you through the essential procedures and provide all necessary forms for your journey over the following three consecutive semesters.

First, let me congratulate you making it to this portion of your degree! You have worked hard to get to this day. This handbook is designed to help your progress through the Counseling Practicum portion of the MAMFT program at The King's University.



Shayla Rumsey
Interim Director of MAMFT Program

This handbook is your go-to resource for many questions. Take some time to read it carefully and keep it handy for reference as needed. At TKU, we consider our relationship with you as professional colleagues to of utmost importance. Evaluation of students during this process is based on developing your professional and clinical competencies in theory and practice. Therefore, this handbook is a general reference guide for your Counseling Practicum experience and the associated paperwork. This handbook does not attempt to cover every situation you may encounter.

Our sincere hope is your progression through the clinical experiences will not only be positive but also an educational and growth-oreiented process. We invite you to fully engage in the opportunities presented and work hard to extract the maximum benefit from these experiences. Should you have any further questions or need assistance, do not hesitate to reach out. We are here to support you every step of the way. May God bless you on this journey!

Glenna Massey, LPC-S



Glenna Massey
Associate Director of Practicum Experience

It is with great joy and anticipation that I welcome you to the practicum portion of your journey in the Master of Marriage and Family Therapy program at The King's University. Reaching this point is a meaningful accomplishment, and it reflects your dedication to both personal growth and professional excellence.

As the Associate Director of the Practicum Experience, I have the privilege of walking alongside you as you begin applying what you've learned in the classroom to real-world clinical settings. This season will stretch you in important ways, offering opportunities not only for skill development but also for reflection, humility, and transformation.

Practicum is where theory and theology meet the lived experiences of those you will serve. You'll face new challenges and celebrate meaningful breakthroughs—all within a supportive community.

My hope for you is that you lean into the process with curiosity, courage, and compassion. Ask questions. Reflect deeply. Seek feedback. Practice self-care. And remember, you are not alone—we are here to support and guide you every step of the way.

I look forward to watching you grow as clinicians, as people of integrity, and as future leaders in the field of Counseling and Marriage and Family Therapy. Welcome to this sacred work.



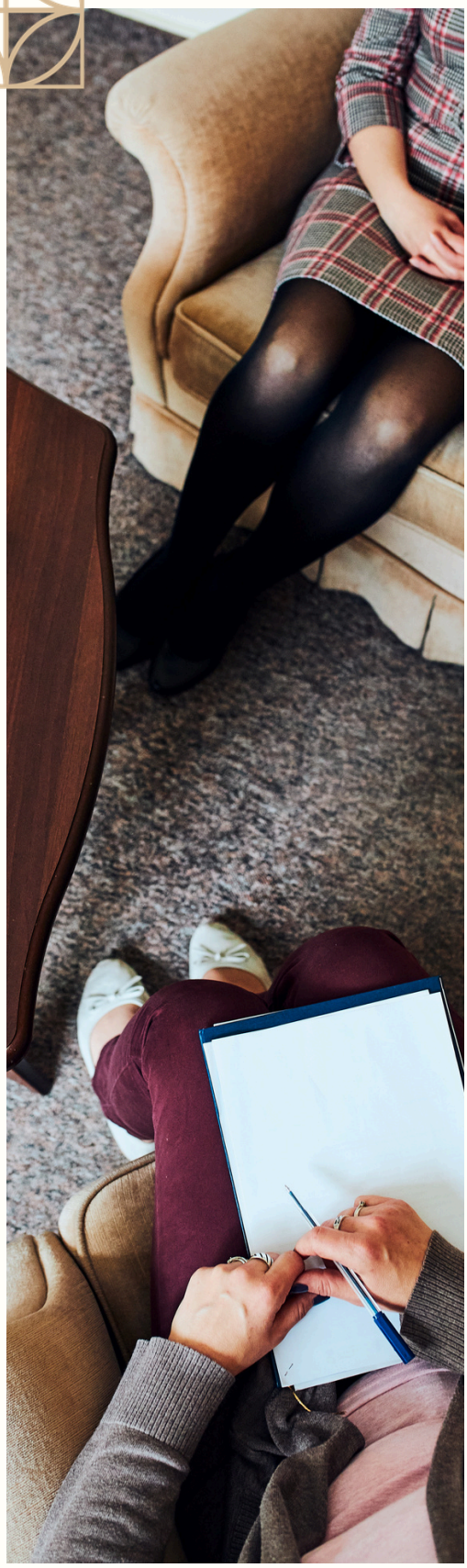
What is Counseling Practicum?

The Counseling Practicum, commonly referred to as an internship, represents a graduate-level course within a specialized field of study. Its primary purpose is to provide students with supervised, practical application of acquired knowledge and skills, either previously or concurrently learned. Spanning three semesters and amounting to nine credits hours, the Counseling Practicum offers students a structured opportunity for supervised field experience. This experience enables them to further develop and apply the competencies gained in academic settings.

Throughout the three semesters, students engage in reflective practice, allowing them to assess their individual interests and professional direction within the field. The process aids in the cultivation of their professional identities, a crucial aspect of their growth. Typically undertaken as students approach the completion of their graduate degrees, the Counseling Practicum emphasizes competency development that fosters professional advancement.

While the program cannot guarantee specific placements, students are encouraged to select sites aligning with their interest, needs, and future career aspirations. The Counseling Practicum is a pivotal component in integrating classroom learning with practical experience, offering students a chance to refine their counseling and assessment skills under direct supervision.

Mandatory for MAMFT students, the supervised Counseling Practicum courses span three consecutive semesters, totaling 300 hours. This structured experience plays a vital role in the students' journey toward becoming reflective practitioners, enhancing their proficiency in the application of counseling and assessment skills in real-world settings.



Practicum Tracks & Hours

At The King's University, Counseling Practicum must include the following:

- LPC Track: 300 total clock hours:
  100 direct hours
  200 indirect hours
- LMFT Track: 300 total clock hours:
  75 individual direct hours
  75 systemic/ relational direct hours
  150 indirect hours
- On-site supervision at the student's Counseling Practicum placement (either individual, group, or both)
- Evaluation of the students' performance/skill submitted in written form by the supervisor in the middle and at the completion of the semester

Practicum Site Approval

Professional Orientation

Prior to enrolling in your 1st Counseling Practicum, you will complete the pre-practicum course: Professional Orientation. During this course you will review what is required of you and etiquette/protocol of Counseling Practicum as it pertains to you, your site, and your representation of TKU.

Obtain Liability Insurance

As a practicing student counselor, you are REQUIRED to carry liability insurance for the duration of your Counseling Practicum experience. Many of the professional organizations offer liability insurance with your membership, so now would be a great time to take advantage of joining of those organizations and benefiting membership. Insurance coverage generally extends for a full year thus covering you for the three semesters you will be enrolled in Counseling Practicum. It is also directly available through the Healthcare Providers Service Organization.

- Places to Start
  - http://hspo.com/professional-liability/student-malpractice-insurance-coverage-description
  - https://www.amhca.org/members/liabilityinsurance

You are responsible for costs of insurance and any professional organization memberships.

Logging Hours:

- Set up your personal Time2Track account
- Selecting the The King's University: Marriage and Family Therapy program institutional account.
- https://help.liasionedu.com/Time2Track_Help_Center/Trainees
- You are responsible for the cost of this membership and will use it to track your hours throughout your Counseling Practicum.

Practicum Site Approval

Placement

You may choose from the Practicum List Here
If your site is not on the list, please fill out this SignNow Form to get the approval process started.

- You will add your placement site and supervisor into Time2Track after they are entered into this system.
- You may get all of your hours at one site, and there is no limit on the number of sites you can have at once. Please be mindful of your time and commitments. There are advantages to both routes, so choose carefully in order to ensure that you can best serve the clients at your site(s).
- Remember each site has a choice to accept or decline students doing clinical training. It is suggested that the student have multiple options in order to ensure placement prior to the beginning of the Counseling Practicum semester.
- Although the site supervisor and your advisor assume certain responsibilities, it is your responsibility to make sure that your clinical experience will meet the hour requirements. Failure to notify your your advisor or practicum professor that the site is not meeting clinical expectations may result in premature termination, loss of accrued hours, and inability to successfully complete your Counseling Practicum in that current semester.



Practicum Site Approval

Representation of TKU

Remember each site has a choice to accept or decline students doing clinical training. It is essential that you make an impression representative of TKU and its values. Your commitment to this site is a reflection of the MAMFT Program at TKU and a witness to your faithfulness to the way of Jesus.

Final Approval

Once a site agrees to accept the student for supervision during their Counseling Practicum, it is the student's responsibility to provide the site supervisor with the required paperwork through Time2Track.

Acceptance of Placement

When you accept a placement arrangement specific to a facility, you also assume the responsibilities and obligations of other members of that facility, including:

- Abiding by the rules and regulations established at he facility
- Arranging your schedule with your site supervisor and adhere to that schedule
- Meet all appointments at arranged times (clients, staff meetings, etc)
- Keep current all required records by both the facility and the supervisor
- Participate in all staff meetings that may be required by site supervisor

Site Approval Forms

- Send your supervisor the proper forms in Time2Track for each site.
- Beginning of the semester: "Practicum Site Agreement Form"
- Middle of Semester: "Site Supervisor Evaluation Form_ MID"
- End of the semester: "Site Supervisor Evaluation Form_END"
- Faculty= Practicum Director
- Supervisor= Your site specific supervisor
- Term= Current Semester

Clinical Hours

Counseling Practicum Required Hours

- The program offers two tracks: LPC and LMFT
  - LPC requires 200 indirect and 100 direct hours
  - LMFT requires 150 indirect and 150 direct hours which include:
    - 75 individual and 75 with couple/ families/ relational groups
- The 300 Total Hours must be acquired during the three Counseling Practicum semesters, but the student is granted flexibility regarding how many hours are completed each semester (direct and indirect).
- If hours are completed early, students are encouraged to maintain continuous client engagement across all three semesters to support professional development and continuity of care.
- Hours from each site must be tracked separately.
- After setting up your account, you will add your placement. You will enter the current counseling practicum course as a site to track indirect hours: "TKU Class Hours".

Hours Accrued Between Semesters

You and your site supervisor are responsible for ensuring that clients are appropriately and ethically covered between semesters. Some sites may naturally require students to continue seeing clients between semesters. Please remember that between-semester client hours cannot be applied toward the 300-hour practicum requirement and need approval from the Practicum AD or PD. Only hours earned during the semester in which you are officially enrolled in Counseling Practicum may be recorded and counted toward the 300 required hours.

Time2Track Documentation

It is the student's responsibility to maintain an accurate record of their clinical hours, weekly supervision (both site and Counseling Practicum supervision) and submit all required paperwork by the designated dates in to Time2Track.

Weekly Logs via Time2Track

You must keep an up-to-date weekly log of the hours accrued and document them into Time2Track. Entries in your log must correspond to those reflected at your Counseling Practicum site. Be sure to distinguish between individual and group counseling, consultation, guidance activities, direct and indirect hours, individual supervision, and group supervision.

Roles and Responsibilities



TKU Staff/ Faculty

- Coordinator Roles
  - Works closely with the Program Director and Associate Director of MAMFT.
  - Familiarize oneself with the curriculum and potential or approved practicum sites.
- Director Roles
  - Consults with site supervisor about the student's progress at the request of the site supervisor.
  - Meets with students before each semester to assist her/him with practicum placement at student's request.
  - Reviews weekly logs in Time2Track and supervisor evaluations from each students at appropriate times.
  - Completes practicum and evaluation form on each student at the end of the semester.
- Professor Roles
  - Meets with students before each semester to assist her/him with practicum placement at student's request.
  - Meets with students in a group setting during Counseling Practicum Class for weekly supervision.
  - Reviews and provides written feedback for students' required coursework.
  - Appropriately maintains confidentiality about information obtained during supervision with limited ethical exceptions.
  - Assigns grades to students for the counseling practicum.

Roles and Responsibilities



MMFT Student

- You are a guest at your site. You are there to learn, as well as develop your skills and professional identity. You are NOT there to make substantial changes in the workings of their site.
- The Counseling Practicum Site staff has a primary responsibility to the client population they serve; therefore, you are expected to be proactive in seeking appropriate clinical experiences as warranted by your own professional development
- Arrange a work schedule with your site supervisor.
- Keep an accurate log of all activities related to your Counseling Practicum experience in Time2Track.
- Be present at and prepared to discuss a case or cases for individual and/or group supervision.
- Actively participate in supervision and class meetings and complete all course requirements per the syllabus.
- Comply with all legal and ethical regulations and bring all potential issues to the attention of TKU faculty.

Site Supervisor

- Works with MAMFT student to establish hours and responsibilities.
- Orients the MAMFT student to the mission, goals, and objectives of the site, and internal operation procedures.
- Meets at least one hour each week with the student for individual supervision (if possible).
- Maintains confidentiality (except with the university supervisor and/or appropriate agency or school-related personnel) regarding information obtained during supervision with the student.
- Engages in ongoing assessment of the student's performance and communicates promptly with the university supervisor about any problems or concerns with the student's performance. If problems or concerns continue, the site supervisor and university supervisor, in consultation with the student, who will submit them to the Counseling Practicum professor or MAMFT Director.

Definitions and Terms

Direct Hours

- Hours earned that involve direct interaction with client/s and include the application of counseling skills. Only face to face (in person or telehealth) performed in a confidential setting count as direct hours.

Indirect Hours

- Hours earned related to counseling but not directly involving specific clients (ie.e classroom materials, trainings, and administrative tasks including but not limited to scheduling , case note writing, sessions preparation, consultation, attending meetings, trainings, etc).

Systemic/ Relational Hours

- Sessions involving couples and families. The identified client is the couple/ family.

Site

- The setting where the Counseling Practicum Student will counsel clients; this could be a school setting, mental health facility, hospital, private practice, social service agency, or other approved organizations.

Supervision Hours

- Counted as indirect hours, supervision hours involve receiving direction, counseling, instruction, oversight, and evaluation from your on-site supervisor.

Supervisor

- Oversight at the Counseling Practicum student's chosen site that provides consultation, evaluation, and counseling on the student's Counseling Practicum site. This persona is to be a master's level or above and hold appropriate, current State of Texas licensure in at least one of the following areas: LPC, LMFT, LMSW, LCSW, psychologist, or psychiatrist. If the practicum site does not have a licensed professional on staff, the student must obtain supervision from an outside licensed professional.

Link for Sites:

- Approved Practicum Site List
- Also Available in Brightspace BIBC 7300 and BIBC 7302-7304



The Rest of the Team



LINDA HOOVER, PSYD, LP

Chair of Counseling Department

Email: linda.hoover@tku.edu

Disclosure reminder: Our 60-credit-hour MAMFT is designed to prepare graduates for Licensed Marriage and Family Therapist (LMFT) and Licensed Professional Counselor (LPC) licensure in Texas, which aligns with the academic course requirements set by the Behavioral Health Executive Council (BHEC) LPC and LMFT Boards.

For students attending outside of Texas, we cannot guarantee that our program meets the licensure requirements of other states. It is the responsibility of each applicant to research and understand their state board rules related to academic course requirements.

Acknowledgement of Practicum Handbook Form

I, _____(insert name), hereby acknowledge that I have reviewed The King's University Marriage and Family TherapyPracticum Handbook. I understand that my enrollment status in the Counseling Practicum I, II, III (BIBC 7302, BIBC 7303, BIBC 7304) is contingent upon my continued fulfillment of all academic program requirements, which include maintaining satisfactory grades, engaging in professional and personal development, background check, and demonstrating adequate counseling skill development throughout my graduate studies.

I am aware that failure to meet these requirements and comply with the outlined policies, as well as those set forth by the university, may delay my ability to take Counseling Practicum I, II, III (BIBC 7302, BIBC 7303, BIBC 7304).

I understand that my suitability for the field of marriage and family therapy will be continuously assessed, and I acknowledge that the University reserves the right to amend the policies outlined in the Marriage and Family Therapy Practicum Handbook.. Should any modifications occur, I will be promptly informed
via my TKU email.

_____ _____

(SIGNATURE) **(DATE)**

Please detach this page from the handbook and turn in completed acknowledgement to your MAMFT Program Director or Associate Director of Practicum Experience as directed.
OR fill out digitally and email your MAMFT Program Director or Associate Director of Practicum Experience as directed.