

**MARRIAGE AND FAMILY
COUNSELING/THERAPY**

**Master's Degree Handbook
Counselor Education & Supervision**

Revised July 2008

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MFC/T PROGRAM INTRODUCTION

The Faculty of the Department of Counseling presents this handbook on Marriage and Family Counseling/Therapy (MFC/T) in the Counselor Education Program to individuals interested in our program and to our students. It is hoped that the contents will aid students in choosing a graduate program in Marriage and Family Counseling/Therapy. This handbook provides the guidelines necessary for students to maximize their studies in pursuit of a professional license in marriage and family counseling/therapy (MFT).

Assistance in the application process can be obtained through our Department web page at <http://www.uakron.edu/colleges/educ/Counseling/index.php>, emailing Dr. Patricia Parr, Program Director at pparr@uakron.edu or calling the Department of Counseling at 330-972-7779.

Students in our program will find this handbook useful at each step in the process toward graduation. While effort has been made to provide comprehensive material, the enclosed are only guidelines. Each student needs to work closely, especially early in the program, with his/her advisor. Completion of all graduation requirements, while a concern of the advisor, is ultimately the responsibility of the student.

It should be noted that all counseling programs receive periodic reviews, permitting addition of new coursework, the elimination of obsolete coursework, or changes in program policy, when appropriate. Any curriculum changes or policy changes required by reviews will be based on due notice and consultation with the professional community. Any changes will represent collective and informed judgment concerning their relevance and appropriateness.

The Marriage and Family Faculty encourages all student interest and participation in this Program's academic and clinical learning process. The excellence of this program is predicated upon students and faculty working together to become better educated, more effective and more sensitive individuals. Student contributions are expected, welcomed, and appreciated.

ACCREDITATION

The Marriage and Family Counseling/Therapy Master's Program has accreditation from the Commission on Marriage and Family Therapy Education (COAMFTE) and The Council for Accreditation of Counseling and Related Educational Programs (CACREP). The Marriage and Family Counseling/Therapy Program has also been approved by the Ohio Counselor, Social Worker, and Marriage and Family Therapist Board as meeting the coursework and clinical requirements for eligibility to sit for the Marriage and Family Therapy licensure exam leading to a Marriage and Family Therapist (MFT) license and the Professional Counselor Examination leading to a Professional Counselor (PC) license. In addition, graduates from the MFC/T program will be eligible (upon completion of 1000 client contact hours) for Clinical Membership in the American Association of Marriage and Family Therapy. Hours earned during the program will count towards this credential.

PHILOSOPHY

The counseling profession in the United States has undergone numerous changes over the years, often in response to demands created by the evolving nature of America's social policies and economics. It is assumed that this process of change is continuous, and therefore, it is essential that counselor education programs prepare students to make effective decisions in both a changing world and a changing profession. All of the counselor education programs in the Department of Counseling have core counseling courses shared across programs and courses specific to a student's area of study. This approach is designed to ensure that students receive, as part of their training program, the knowledge and skills necessary to have command of common components that have been determined by the profession to be valuable for counselors. It is recognized that no program can insure a "quality" professional. However, the intent of the MFC/T Program is to insure that there is a core of planned coursework and clinical experiences common to all students that provides beginning level competencies in the counseling profession.

Graduates are expected to use their education and training as a path to careers in social, governmental, business, and industrial organizations, including schools, universities, public agencies, and the private sector. While no program can guarantee that graduates will function as intended, it is the intent of our program to attest to a concerted core of knowledge and practice as a means of developing the identity of "marriage and family counselor/therapist". Of importance to, and embedded in, the curriculum is the expectation that, when students complete their studies, the command of the common core elements, as well as specialized curricular experiences, will allow each graduate to apply their knowledge within their setting of choice.

PROGRAM OBJECTIVES

Education in the United States is designed to modify human behavior through a prescribed program of experiences aimed at helping students realize their professional potential and develop a high standard of ethical behaviors. Ethnic and cultural trends are taken into account in order to provide a satisfying and usable education for all students. The faculty, recognizing the uniqueness of students, seeks to identify and extend knowledge, skills, and attitudes required by practitioners in counseling. It is hoped that this emphasis on uniqueness transfers to our students and enables them to meet the diverse needs of all types of clientele.

The faculty believes that, in order to perform effectively, practitioners must possess a respect for human dignity and worth, a commitment to fulfillment of individual potential, an understanding of educational and counseling processes, knowledge in their specific field of endeavor, competence in application of professional expertise in counseling, knowledge of the role and function of others working in related specialties, and maturity in self-development.

In order to develop such practitioners, it is essential that the faculty, themselves, exhibit the above attitudes, behaviors, and competencies so that they might serve as models of appropriate behavior for their students.

The faculty, as ethical, professional leaders, is expected to select, encourage, and retain students in the program who exhibit the potential to become competent practitioners. Applicants who are accepted into our programs are selected on criteria that include academic and personal dimensions that would indicate successful completion of their

chosen program. It is expected that once students are admitted into any of our programs, they will continue to display personal behaviors that are compatible with the counseling profession, such as sensitivity to others, professional decorum with peers, faculty members, and clients, as well as an ability to change when necessary. Failure of students to demonstrate these aforementioned behaviors may not only slow their progress through the MFC/T Program, but may also result in dismissal from the Program.

MISSION STATEMENTS

The University of Akron: The University of Akron, a publicly assisted metropolitan institution, strives to develop enlightened members of society. It offers comprehensive programs of instruction from associate through doctoral levels; pursues a vigorous agenda research in the arts, sciences, and the professions; and provides service to the community. The University pursues excellence in undergraduate and graduate education and distinction in selected areas of graduate instruction, inquiry, and creative activity.

College of Education: The University of Akron's College of Education is a community of professionals whose purpose is to provide leadership for community well-being through standard-setting programs that enhance teaching and learning and human development; research and inquiry; and outreach. We develop ourselves and others through continuous improvement and through a commitment to these core components of professional practice and scholarship: knowledge, technology, diversity, and ethics.

Department of Counseling: The faculty have as its mission the goal of training students from Northeastern Ohio and the global community who display a respect for human dignity, exhibit a commitment to fulfillment of their individual potential, show an understanding of educational and counseling processes with knowledge in their specific field of endeavor, apply ethical and competent behavior in the use of counseling skills, acquire and use knowledge of the roles and functions of others working in related fields, possess and display maturity in self-development, and who understand issues and trends in a multicultural and diverse society.

AFFIRMATIVE ACTION POLICY

It is the policy of The University of Akron that there shall be no discrimination against any individual because of age, color, creed, handicap, national origin, race, religion, sex, or sexual orientation. This nondiscrimination policy applies to all students, faculty, staff, employees, and applicants. The Department of Counseling strongly supports this policy. In addition, the Program actively recruits minority students, and makes every effort to retain these students via financial assistance. The MFC/T Program philosophy recognizes the uniqueness of students, and emphasizes the goal of helping ALL students realize their potential, taking into account ethnic and cultural trends, in order to provide a satisfying and usable education for all students. The faculty believes that the recruitment and development of culturally diverse Marriage and Family Counselor/Therapists is a professional responsibility, just as it is a professional responsibility to provide adequate and appropriate programs and services to a culturally diverse clientele. The MFC/T Program is, therefore, committed to recruiting, admitting, and retaining minority students.

STATEMENT OF EXPECTATIONS

The Department of Counseling is charged with the dual task of nurturing the development of counselors-in-training and ensuring quality client care. In order to fulfill these dual responsibilities, faculty must evaluate students based on their academic, professional, and personal qualities. A student's progress in the program may be interrupted for failure to comply with academic standards or if a student's interpersonal or emotional status interferes with being able to provide ethical services to clients. For example, in order to ensure proper training and client care, a counselor-in-training must abide by relevant ethical codes and demonstrate professional knowledge, technical and interpersonal skills, professional attitudes, and professional character. These factors are evaluated based on one's academic performance and one's ability to convey warmth, genuineness, respect, and empathy in interactions with clients, classmates, staff, and faculty. Both students and faculty should demonstrate the ability to accept and integrate feedback, be aware of their impact on others, accept personal responsibility, and be able to express feelings effectively and appropriately.

Code of Ethics: "To protect public confidence, it is important that public behavior reflect a high level of moral and ethical integrity. Counselors ... recognize that conduct which results in the denial or revocation of licensure in another state, or from another board in this state will also make them liable for denial or revocation of licensure by the Counselor and Social Worker Board. Proficiency in areas of treatment, objectivity in the application of skills, and concern for the best interests of clients, colleagues, and society as a whole are ideals for the counselor..." therefore they subscribe to these principles and the code of ethics adopted by the Counselor and Social Worker Board, and agree to abide by the rules of the Board. (Counselor, Social Worker, and Marriage and Family Therapy Board and Social Worker Board Laws and Regulations, p.29). The University of Akron Department of Counseling has an ethical and professional responsibility to insure all students enrolled in the MFC/T Programs display ethical, professional, and personal behaviors that comply with the ethical codes of the American Association of Marriage and Family Therapy (AAMFT), American Counseling Association (ACA), and the Ohio Counselor, Social Worker, and Marriage and Family Therapy Board.

PROGRAM STANDARDS

The MFC/T Program is designed to prepare students to be professional Marriage and Family Counselors/Therapists. The program adheres to both COAMFTE and CACREP standards. The intent is to enable students to work effectively in a changing world and a changing profession. The COAMFTE standards can be found at www.aamft.org and the CACREP standards can be found at <http://www.counseling.org/cacrep/2001standards700.htm> . The Ohio Counselor, Social Worker, and Marriage and Family Therapy Board web site is: <http://www.state.oh.us/csw/>

Licensure Requirements for MFT:

- 1) A graduate degree in Marriage and Family Therapy
- 2) Coursework that includes at least one graduate course in each of these areas: marriage & family studies, systems theory, research, professional ethics, human development, appraisal of individuals and families, practicum
- 3) Passing the marriage and family therapy licensure examination. Marriage and family therapy coursework must include four courses in marriage and family therapy. Programs accredited by COAMFTE will have met these requirements.

Licensure Requirements for PC:

- 1) A graduate degree in Counseling, with a minimum of 60 semester hours of graduate credit in approved counselor training acceptable to the Counselor, Social Worker, and Marriage and Family Therapy Board;**
- 2) coursework that includes a minimum of 20 semester hours of instruction covering the following five areas (a minimum of one course per area is required): Clinical Psychopathology/ Personality and Abnormal; Evaluation of Mental and Emotional Status; Diagnosis of Mental and Emotional Disorders; Methods of Intervention and Prevention of Mental and Emotional Disorders; Treatment of Mental and Emotional Disorders;**
- 3) Passing the National Clinical Counselor examination.**

PROGRAM COURSE DISTRIBUTION

Students must arrange a meeting with their advisors before beginning coursework, or during their first semester of enrollment, to establish and sign a Program Course Distribution (PCD) form. The PCD outlines the student's program and when courses will tentatively be taken. It is not binding in that a student may change the sequencing of coursework. It does insure that the student understands the requirements of the program and the sequence and prerequisites for coursework. The completion of a PCD, the signatures of advisor and advisee, and dating the PCD when completed, verifies the program requirements the student is expected to complete for graduation.

College of Education
MFC/T Program Course Distribution (PCD) effective spring 2005

Name _____ Soc. Sec. No. _____
 Address _____ Date _____
 Email _____ Phone _____

Advising Checklist

- Plan courses to be taken semester-by-semester. *(To be completed during first semester of course work)*
- Apply to have any transfer credits transferred. *(After the completion of 12 credits)*
- Sign up for Master's Comprehensive Exam.
- Advancement to Candidacy & Apply to Graduate *(After completion of 15 credit hours; before the final semester)*
- Deadline for Conferral of Degree: _____

I HAVE READ THE ABOVE ADVISING CHECK-LIST AND UNDERSTAND THAT IT IS MY RESPONSIBILITY TO MEET THE STATED DEADLINES. I UNDERSTAND THAT FAILURE TO MEET THE DEADLINES MAY DELAY MY GRADUATION.

Signature of the student: _____ Date: _____

Signature of the advisor: _____ Date: _____

COLLEGE OF EDUCATION FOUNDATIONS: 5600:648; 5600:646; and 51000:640 are required COE coursework and are listed under the COAMFTE/CACREP Competencies and Standards in Areas I-VI.

**COURSE WORK MEETS
 COAMFTE AND CACREP ACCREDITATION COMPETENCIES AND STANDARDS**

AREA I: Theoretical Foundations (6)	
<input type="checkbox"/> 5600:655 (3)	Marriage and Family Therapy: Theories and Techniques
<input type="checkbox"/> 5600:669 (3)	Systems Theory in Family Therapy
AREA II: Clinical Practice (16)	
<input type="checkbox"/> 5600:667 (3)	Marital Therapy
<input type="checkbox"/> 5600:646 (3)	Multicultural Counseling (Ed. Foundations)
<input type="checkbox"/> 5600:651 (3)	Techniques of Counseling (register for MFT Section)
<input type="checkbox"/> 5600:653 (4)	Group Counseling
<input type="checkbox"/> 5600:664 (3)	DSM IV
AREA III: Individual Development and Family Relations (9)	
<input type="checkbox"/> 5600:648 (3)	Individual and Family Development Across the Lifespan (Ed. Foundations)
<input type="checkbox"/> 5600:620 (3)	Issues in Sexuality for Counselors
<input type="checkbox"/> 5600:662 (3)	Personality and Abnormal Behavior
AREA IV: Professional Identity and Ethics (3)	
<input type="checkbox"/> 5600:623 (3)	MFC/T Ethics and Professional Identity (1 st semester)
AREA V: Research (6)	
<input type="checkbox"/> 5100:640 (3)	Techniques of Research (Ed. Foundations)
<input type="checkbox"/> 5600:656 (3)	Assessment Methods & Treatment Issues in MFT
AREA VI: Additional CACREP Core Counseling Courses (10)	
<input type="checkbox"/> 5600:643 (3)	Counseling Theory and Philosophy
<input type="checkbox"/> 5600:645 (4)	Tests and Appraisal in Counseling
<input type="checkbox"/> 5600:647 (3)	Career Development and Counseling Across the Lifespan
CLLINICAL EXPERIENCE REQUIREMENTS (13) Total of 500 direct client contact hours. Students will not be permitted to enroll in these clinical experiences until they have met acceptable competency ratings in Areas I - V.	
<input type="checkbox"/> 5600:695 (2)	Field Experience: (Pre-practicum one hour field experience must be taken each semester, the two semesters immediately before enrolling in Practicum.)

<input type="checkbox"/> 5600:675 (5)	Practicum (register for MFC/T section) *Background check required.
<input type="checkbox"/> 5600:685 (6)	Internship (register for MFC/T section) **CT status required.
TOTAL SEMESTER HOURS REQUIRED TO GRADUATE: 63	

Prerequisites Taken Before Enrolling in MFC/T Practicum:

- 5600:623 - MFC/T Ethics and Professional Identity
- 5600:643 - Counseling Theory and Philosophy
- 5600:645 - Tests and Appraisal in Counseling
- 5600:651 - Techniques of Counseling (MFT section) (Prerequisite: 5600:655; Concurrent: 5600:669; Prerequisite or Concurrent: 5600:643)
- 5600:653 - Group Counseling (Prerequisite: 5600:651)
- 5600:655 – Marriage and Family Therapy: Theories and Techniques
- 5600:667 - Marital Therapy (Prerequisites: 5600:655 and 5600:669)
- 5600:669 - Systems Theory in Family Therapy
- 5600:695 – Field Experience (PrePracticum field experience taken the two semesters immediately before Practicum)
- 5600:664 - DSM IV
- 5600:656 – Assessment Methods and Treatment Issues in MFT (Prerequisite or Concurrent 5600:645)

*Criminal background checks are required of all students seeing clients. This is an Ohio Counselor, Social Worker, and Marriage & Family Therapy Board requirement and an MFC/T Program requirement. Background checks can be obtained at the University of Akron for a nominal fee. Please check with your advisor before doing this because sending results to the correct address is VERY important.

**CT (Counselor Trainee) status is required of all students before internship placement. You should register with the OCSWMFT Board before the end of practicum.

“Completion of a mandatory orientation, including in-person and/or online training, is required prior to beginning Practicum at the Clinic for Individual & Family Counseling. Orientation details will be provided to all students approved to work at the Clinic the semester before Practicum begins. The in-person orientation training occurs during intersession, the week prior to the start of the semester. Please direct questions to the Clinic Coordinator.”

The Marriage and Family Counseling/therapy Program requires that you sign this statement for completion of the Program Course Plan:

“I agree that I am responsible for reading the most current MFC/T Handbook and will adhere to the policies and procedures outlined in the Handbook.”

Signature: _____

Date: _____

**MFT/C STANDARDS AND REQUIREMENTS
(COAMFTE, CACREP, OHIO BOARD)**

COAMFTE STANDARD CURRICULUM DIDACTIC AREA REQUIREMENTS	CACREP CORE CURRICULAR AREAS	OHIO EDUCATIONAL REQUIREMENTS FOR LICENSED MARRIAGE & FAMILY THERAPIST Programs that are accredited by COAMFTE will have met all of the requirements for a graduate degree in marriage and family therapy.
PROFESSIONAL IDENTITY & ETHICS 5600:623	PROFESSIONAL IDENTITY 5600:623	PROFESSIONAL ETHICS 5600:623
THEORETICAL KNOWLEDGE 5600:655 5600:667 5600:669 5600:646	SOCIAL AND CULTURAL 5600:646	MARRIAGE & FAMILY STUDIES 5600:655 5600:667 5600:646
INDIVIDUAL & FAMILY RELATIONS 5600:648 5600:662	HUMAN GROWTH & DEVELOPMENT 5600:648 5600:662	HUMAN DEVELOPMENT 5600:648 5600:662
CLINICAL KNOWLEDGE 5600:651 5600:664 5600:620	HELPING RELATIONSHIPS 5600:651 5600:643	SYSTEMS 5600:669
RESEARCH 5600:645 5600:656 5600:640	ASSESSMENT 5600:645 RESEARCH & PROGRAM EVALUATION 5100:640	APPRAISAL OF INDIVIDUALS & FAMILIES 5600:645 5600:656 5100:640
ADDITIONAL LEARNING 5600:647 5600:653	CAREER 5600:647 GROUP WORK 5600:653	
500 Direct Hours 5600:675 5600:685 5600:695	600 Total Hours 240 Direct Hours 5600:685	PRACTICUM 5600:675 5600:685

See Appendix A for detailed explanation of various standards and educational requirements.

**OHIO COUNSELOR, SOCIAL WORKER, AND MARRIAGE AND FAMILY
THERAPIST BOARD - Core Counseling Worksheet**

Content Area	Course Number	Title	Credit Hours	Department Taught In
1. Counseling Theory	5600:643	Counseling Theory and Philosophy	3	Counseling
2. Counseling Techniques	5600:651	Counseling Techniques	3	Counseling
3. Supervised Practicum	5600:675	Practicum	5	Counseling
4. Internship	5600:685	Internship (A total of 6 hours of internship are taken—3 credits are counted for core courses and the other 3 are used for clinical courses)	3	Counseling
5. Human Growth and Development	5600:648	Individual and Family Development	3	Counseling
6. Social and Cultural Foundations	5600:646	Multicultural Counseling	3	Counseling
7. Group Dynamics, Processing, and Counseling	5600:653	Group Counseling	3	Counseling
8. Life-Style and Career Development	5600:647	Career Counseling	3	Counseling
9. Appraisal of the Individual	5600:645	Tests and Appraisals	4	Counseling
10. Research and Evaluation	5100:640	Techniques of Research	3	Counseling
11. Professional, Legal and Ethical Responsibilities	5600:623	MFT Ethics and Professional Identity	3	Counseling

**MFC/T COURSEWORK TO MEET EDUCATIONAL REQUIREMENTS
FOR PROFESSIONAL CLINICAL COUNSELOR**

CONTENT AREA	COURSE Number	TITLE	CREDIT HOURS	DEPARTMENT TAUGHT IN
1. Clinical Psychopathology, Personality, and Abnormal Behavior	5600:662	Personality and Abnormal Behavior	3	Counseling
2. Evaluation of Mental and Emotional Status	5600:656	Assessment and Treatment Interventions with Couples and Families	3	Counseling
3. Diagnosis of Mental and Emotional Disorders	5600:664	DSM-IV	3	Counseling
4. Methods of Intervention and Prevention of Mental and Emotional Disorders	5600:655 5600:667 5600:620	MFT Theory & Techniques Marital Therapy Issues in Sexuality	3 3 3	Counseling Counseling Counseling
5. Treatment of Mental and Emotional Disorders	5600:685	Internship	3	Counseling

PROPOSED COURSE OF STUDY: FULL OR PART-TIME

Students are encouraged to attend the University on a full-time basis in order to complete their studies in the most expeditious manner. There is a **SIX-YEAR TIME LINE** for completion of the master's program. Financial aid is available through student loans, tuition scholarships, and graduate assistantships to help offset the cost of full-time attendance. For information on loans, see the Financial Aids Office. For information on graduate assistantships and tuition scholarships, see the Department secretary. Only a limited number of assistantships and scholarships are available each year.

Students attending part-time need to give careful thought to the timing and sequencing of courses. This should be done in close consultation with their advisor. It is especially important to note course prerequisites and the semesters when courses are traditionally offered. A full course load is normally 9 to 12 credit hours. Students who are employed should reduce their academic load proportionately. Students on graduate assistantships must take a minimum of 9 credits and may take up to a maximum of 15 credits per semester of appointment (during the summer the graduate assistant tuition waiver covers 9 credit hours).

REGISTRATION

After students meet with their advisor and sign the PCD, future class schedules do not have to be approved by the advisor, provided course choices follow the approved PCD. There is both early registration (e.g., during spring term for fall) and open registration just before each term. Registration processing will be by touch-tone telephone, web registration, or through the Registrar's office. Certain courses have closed registration for which permission must be obtained (see section on closed classes). To enroll for classes on-line, you must be a current University of Akron student and have a UANet ID and password. To request a UANet ID and password online, go to <http://GoZips.uakron.edu/user.htmo>. For support, call 330.972.6888.

STEP 1: LOG IN

Go to www.uakron.edu and click on the "Online Information Center" button, you will be asked to enter your UANet ID and password.

STEP 2: NAVIGATE TO ENROLLEMENT SECTION

After your UANet ID and password have been accepted, you will be directed to a "welcome" screen with various menu options. Click on the "Enroll" button found across the top of the window.

STEP 3: FOLLOW THE DIRECTIONS TO SEARCH FOR CLASSES AND ENROLL

You can either enter the five-digit class number directly into the box provided or search for a course by clicking on either the basic or advance search links. After obtaining and entering the five-digit class number, you must click on the "Update Attributes" button before continuing. Directions are provided at each stage of enrollment to help you find your courses and enroll. In addition, context sensitive help is available on each page on the top navigation bar with the Help button. (5600—Education Guidance/Counseling; 5100—Educational Foundations)

STEP 4: CONFIRM YOUR FINAL SCHEDULE AND PRINT

A Print button has been provided in the upper right hand corner of the schedule page for your convenience. When you have completed your enrollment and have printed your schedule, be sure to log out using the “Logout” button at the bottom of the left hand navigation bar.

PHONE REGISTRATION: 330-972-8083.

IN PERSON REGISTRATION: Bring registration information to the Student and Administrative Services Building. Be prepared to present your University ID card or photo ID when registering in person.

CLOSED CLASSES: Certain clinical courses do have closed registration for which advisor permission must be obtained. Independent Study, Field Experience, Practicum, and Internship require closed class permission forms. For those using the touch-tone system, permission will be phoned in; for in person registration, a permission form must be obtained from the department office.

EXAMPLE SCHEDULE OF COURSES

The state of Ohio requires a minimum of a 60 hour master's program for licensure. The MFC/T program is a 63 hour program and usually takes a minimum of 3 years to complete when attending full-time. Students can take up to 6 years to complete all requirements. Courses typically follow a set schedule that is followed year-to-year; however, course times and days are subject to change or cancellation if there is low enrollment. Always check the online course schedule. Please speak with your advisor to plan a semester-to-semester schedule.

****Denotes MFT core courses only offered the semester listed.**

TYPICAL TRACK (3 YEARS)		
Fall I = 9 credit hours (3) 5600:623** (3) 5600:643 (3) 5600:655**	Spring I = 10 credit hours (4) 5600:645 (3) 5600:648 (3) 5600:669**	Summer I = 10 hrs. (3) 5600:667** (4) 5600:653 (3) 5600:647
Fall II = 10 credit hours (3) 5600:646 (3) 5600:664 (1) 5600:695 (3) 5100:640 or 620	Spring II = 10 credit hours (3) 5600:656** (3) 5600:651 (3) 5100:640 or DSM (1) 5600:695	Summer II = 8 hrs. *(5) 5600:675 Limited Enrollment (3) 5600:662
Fall III = 3 credit hours (3) 5600:685 Master's Comprehensive	Spring = 3 credit hours (3) 5600:685	Graduate in May or August
PART-TIME TRACK (4 YEARS)		
Fall I = 6 credit hours (3) 5600:623** (3) 5600:655**	Spring I = 6 credit hours (3) 5600:648 (3) 5600:669**	Summer I = 3 hrs. (3) 5600:667**
Fall II = 6 credit hours (3) 5600:620 (3) 5600:646 or 664	Spring II = 6 credit hours (3) 5600:643 (3) 5600:646	Summer II = 6 hrs. (3) 5100:640 (3) 5600: 664
Fall III = 7 credit hours (4) 5600:645 (3) 5600:647	Spring III = 7 credit hours (3) 5600:651 (3) 5600:656** (1) 5600:695	Summer III = 5 hrs. (4) 5600:653 (1) 5600:695
Fall IV = 5 credit hours *(5) 5600:675 *Limited space available Masters' Comprehensive	Spring IV = 6 credit hours (3) 5600:685 (3) 5600:662	Summer IV = 3 hrs. (3) 5600:685

Course Schedule Plan for **Spring Admissions**

** Denotes MFT core courses offered only the semester listed.

TYPICAL TRACK (3 YEARS)		
Spring I = 9 credit hours (3) 5600:647 (3) 5600:643 (3) 5600:648	Summer I = 10 credit hours (4) 5600:645 (3) 5100:640 (3) 5600:664	Fall I = 9 hrs. (3) 5600:623** (3) 5600:655** (3) 5600:646
Spring II = 9 credit hours (3) 5600:669** (3) 5600:656** (3) 5600:620 or during internship OR 5600:651	Summer II = 7 credit hours (3) 5600:667** (3) 5600:651 or in spring (1) 5600:695	Fall II = 7 hrs. (4) 5600:653 (3) 5600:662 (1) 5600:695
Spring III = 5 credit hours (3) 5600:675 **Limited Enrollment	Summer III = 3 credit hours (3) 5600:685 Master's Comprehensive	Fall III 3 credit hours Graduate in December (3) 5600:685 (3) 5600:620
PART-TIME TRACK (4 YEARS)		
Spring I = 6 credit hours (3) 5600:643 (3) 5600:646	Summer I = 3 credit hours (3) 5600:648	Fall I = 3 hrs. (3) 5600:623** (3) 5600:655**
Spring II = 6 credit hours (3) 5600:662 (3) 5600:669**	Summer II = 6 credit hours (3) 5600:667** (3) 5100:640	Fall II = 3 hrs. (3) 5600:664 (4) 5600:645
Spring III = 6 credit hours (3) 5600:656** (3) 5600:647 or 651	Summer III = 4 credit hours (3) 5600:651 or 647 (1) 5600:695	Fall III= 8 hrs. (4) 5600:653 (1) 5600:695 (3) 5600:620 (or in spring)
Spring IV = 5 credit hours *(5) 5600:675 (3) 5600:620 (or in fall) *Limited space available Masters' Comprehensive	Summer IV = 3 credit hours (3) 5600:685	Fall IV=3 hrs. (3) 5600:685 Graduate in December

MARRIAGE & FAMILY COUNSELING/THERAPY OUTCOMES

The MFC/T program involves a course of study designed to lead to eventual employment as counselors in settings that focus on family-based interventions. Therefore, in addition to the common core curricular experiences, all students are required to demonstrate knowledge and skill in areas specific to marriage and family counseling/therapy. While there are commonalities among all mental health professions, marriage and family counseling/therapy is a distinct profession. As such, marriage and family students take core marriage and family didactic courses and receive specialized clinical/supervisory experiences.

Marriage and family training is, “based on a relational view of life in which an understanding and respect for diversity and non-discrimination are fundamentally addressed, practiced, and valued. Based on this view, marriage and family therapy is a professional orientation toward life and is applicable to a wide variety of circumstances, including individual, couple, family, group, and community problems. It is not a modality of treatment or of diagnosis. It applies to all living systems; not only to persons who are married or who have a conventional family” (COAMFTE Standards of Accreditation, Version 10.1, p. 9).

In addition to having a distinct history, theories, and models, marriage and family counselors/therapists also have distinct professional organizations. Students will be introduced to and expected to be familiar with both the American Association of Marriage and Family Therapy and the International Association of Marriage and Family Counseling. Students are encouraged to join SAMFCT (the student organization).

Marriage and Family Counselors/Therapists graduating from The University of Akron: will exhibit competency in these areas:

- Knowledge in family systems theories and application in working with individuals, couples, and families, and ability to appropriately implement systemic interventions.**
- Ability to acknowledge sociocultural, demographic, and lifestyle diversity of individuals, couples and families, and have an awareness of related treatment issues such as working with families in transition, nontraditional and alternative lifestyle families, blended families, and families of diverse ethnic backgrounds.**
- Ability to interview, assess, diagnosis, and manage the treatment of individuals, couples and families, including knowledge of preventive approaches such as pre-marital counseling, training in parenting skills, and relationship enhancement.**
- Knowledge of individual and family life-cycle developmental stages, and those factors that can potentially impact development, in order to identify specific problems that impede functioning and then develop interventions for their resolution.**
- Ability to develop and apply a view of individuals, couples, and families from a relational/contextual perspective.**

CLINICAL EXPERIENCES

Marriage and Family Counseling/Therapy students are required to earn 500 direct client contact hours before graduation. Hours are accrued through pre-practicum, field experience, practicum, and internship. Students are expected to work with clients who are diverse in terms of age, culture, ethnicity, gender, race, religion, sexual orientation, and socioeconomic status. In addition, students are expected to plan time to maintain a sizeable client load. It is possible for students to see clients at the on-campus clinic during the evening Monday through Thursday and during the day on Friday and Saturday.

CLIENT CONTACT & SUPERVISION REQUIREMENTS FOR MFC/T STUDENTS

500 Hours: A minimum of 500 direct client contact hours to graduate (up to 100 hours may be Direct Team Client Contact Hours). Of the 500 hours needed to graduate, at least 250 of those hours must be relational, with couples and/or families .

100 Hours: A minimum of 100 supervision hours by Program faculty and/or AAMFT approved internship supervisors is needed to graduate (at least 50 of these hours must be based on live or video; a minimum of a 1:5 ratio of supervision to client-contact should be maintained)

CLIENT CONTACT

Contact Hour: A contact hour is a 50-minute counseling/therapy session. Whether the hour is individual, couple, or family is determined by how many people are in the room and their relationship.

Direct Client Contact Hours: Direct client contact is defined as face-to-face (therapist and client) therapy with individuals, couples, families, and/or groups from a relational perspective. Assessments may be counted as direct client contact if they are face-to-face processes that are more than clerical in nature and focus. Psycho-education may be counted as direct client contact.

Individual Hours: When the therapist works, from a relational perspective, with one person and the therapist in the room. This counts as an individual hour.

Other Hours Not Considered Direct Contact Hours: Activities such as telephone contact, case planning, observation of therapy, record keeping, travel, administrative activities, consultation with community members or professionals, or supervision, are not considered direct client contact.

Direct Team Client Contact Hours: When a therapist participant observes therapy with a particular case on an ongoing basis, the therapist (or therapists) behind the mirror forms a “team” with the therapist(s) in the room. The therapist(s) behind the mirror observes each session and may help the therapist(s) in the room with assessment, case conceptualization, and intervention in the case. The therapist(s) behind the mirror is actively involved in the case rather than a passive observer. Marriage and family students may count up to 100 hours of direct team client contact toward the 500 hours needed for graduation.

SUPERVISION

When recording a supervision hour, it needs to be noted whether supervision was individual (a maximum of two supervisees and a supervisor); or group (a maximum of six supervisees and a supervisor). You must have 100 hours of supervision, by graduation, from MFC/T faculty or a Program Approved Supervisor (i.e. AAMFT Approved Supervisor or Program Equivalent Supervisor). Supervision by MFT doctoral students who are currently enrolled in, or have taken the supervision classes, may count towards this number. Of the 100 hours, at least 50 hours must be based on raw data (either live or video supervision). A majority of this 50 hours of raw data is obtained during Practicum 5600:675. If a student is simultaneously being supervised and having direct client contact, the time may be counted as both supervision time and direct client contact time.

Supervision Hour: a 50-minute session with a supervisor.

Individual Supervision: One or two students present receiving case report, live, or video supervision.

Group Supervision: Three to six supervisees present receiving case report, live, or video supervision.

Case Report (consultation): A case that is discussed during supervision that was not live supervised or viewed on video.

Live supervision: The time that the supervisee is doing therapy in front of the mirror, with the supervisor observing behind the mirror. In addition, the time spent discussing the live observation with the supervisor counts as live supervision. For example, if a supervisor watched an hour session and then discussed the session with the supervisee for 30 minutes afterward, that would be 1.5 hours of live supervision.

Video: The time viewing a video of a therapy session, as well as an subsequent discussion about the video is all counted as video supervision.

FIELD EXPERIENCE (600:695) Pre-Practicum

Pre-practicum is an experience in which students earn direct team client contact hours the two semesters prior to practicum. In order to receive credit for the pre-practicum experience students must:

- Register for one hour of field experience, each semester (the two semesters) before enrolling in practicum.
- Secure liability insurance by the middle of the second semester in which you are enrolled in the pre-practicum field experience. This will insure that clients can be transferred to the student when they enroll in practicum. The AAMFT and ACA both have links to companies offering students liability insurance.
- Attend group supervision (to be lead by an advanced doctoral student) for one hour each week. Hand in live observation forms weekly to pre-practicum supervisor.
- Inform the masters or doctoral student therapists before observing any therapy session.
- Observe the therapy on an ongoing (weekly) basis. The therapist granting permission may or may not choose to briefly discuss the case with the student before or after each session.
- Follow Team Observation Policies (handed out in pre-practicum).

PRACTICUM

Practicum is a required on-campus client contact experience. Marriage and family students are required to earn at least 50 client contact hours during their practicum experience at the Clinic for Individual and Family Counseling. Before students may begin practicum they must meet the following criteria: 1) Register for Practicum (5600:675) with the Program Director during their first or second semester of attendance, and at least one year in advance; 2) Complete all course prerequisites to practicum; 3) Receive clearance from MFT faculty to enter practicum (permission is based on satisfactory grades in prerequisites and criteria in the “Statement of Expectations” located in this handbook and on syllabi, and; 4) Obtain and submit proof of liability insurance to the Clinic secretary.

The Clinic for Individual and Family Counseling is a training, research, and service facility that serves the clinical practice needs of students in the Department of Counseling. The Clinic is located next to the Department offices in Carroll Hall. The clinic staff consists of the Director, Coordinator, Clinic Secretary, clinical instructors, graduate students (master's and doctoral), and graduate assistants. Services include individual, career, and group counseling; and marriage and family counseling/therapy. Supervision of all cases is conducted by the clinical faculty and includes a range of techniques such as the use of one-way mirrors, video review, co-therapy, and live supervision. See the Clinic’s Policies and Procedures Manual for more details about the Clinic.

INTERNSHIP

Internship is the culmination of the clinical experience. It is designed to prepare students for a full-time counseling experience. Internship (5600:685) requires clinical placement at a local mental health agency. A typical internship placement will require a minimum of two semesters (a maximum of four semesters) commitment to obtain required clinical hours for graduation. A MFT Internship Handbook is available from the Department that specifically addresses the internship process. A total number of 500 direct hours of client contact is required for graduation. In order to figure out how many client contact hours one needs during internship, the number of client contact hours earned during pre-practicum and practicum is subtracted from 500. For example, if a student earned 20 pre-practicum hours and 50 practicum hours, he/she would need to earn 430 client contact hours during internship.

Out of State Internship Placement

In the event that a student wishes to meet their Internship requirements with an out-of-state placement, the following considerations should be noted. A meeting must be scheduled with the MFT/C Internship Coordinator to provide a rationale for the out-of-state placement. If the Internship Coordinator approves the out-of-state placement, the student will be responsible for independently seeking an appropriate site. An appropriate site is defined as one that can provide a minimum of two consecutive semesters of internship placement, can provide an adequate number of direct and indirect hours for completion of the internship requirement, and can provide an appropriately licensed professional with experience in supervision to supervise the student. An appropriately licensed professional is one who usually holds a minimum of a master’s degree in marriage and family therapy (for master’s-level interns) or a marriage and family doctoral degree (for doctoral-level interns), has an active license in marriage and family therapy in the state where the internship will take place, and can meet the MFT/C Supervision Equivalency Designation. Master’s-level interns will not be permitted to seek an out of state placement at a private practice setting.

When a student finds an appropriate site, the Internship Coordinator should be contacted so that an introduction letter confirming the student's academic status and internship needs can be sent to the site. Students who are planning to complete their internship out-of-state should be prepared to visit the site and meet with agency personnel. Once a student has been accepted at a site, a letter on agency letterhead must be sent to the Internship Coordinator confirming the acceptance of the student, the proposed beginning and ending dates for the internship, and the supervisor's name and professional license number. In addition, the supervisor should send their resume and a brief explanation of their supervisory experience. To be considered as meeting supervisor status, an individual must have been licensed for at least two years and have acceptable training, experience and supervision of supervision experience in MFT.

Internship Requirements for Out of State Placements

Interns who are meeting internship requirements at out-of-state sites will be required to complete the same department documentation requirements as students who are placed locally. These requirements include completing a Memorandum of Agreement, Internship Plan, Agency Report, Ethical Analysis Paper, end of semester evaluations, and submission of bi-weekly contact hour logs. Out of state interns will be expected to complete a minimum of 600 hours at their internship placement

Out-of-state students will also be required to meet additional supervision requirements since they will not be attending departmental group supervision sessions at The University of Akron. In this regard, out-of-state interns must receive a minimum of one hour of supervision for every five hours of client contact. Out of state interns must also verify a minimum of 10 hours of attendance at workshops, seminars, or presentations that involve professional counseling issues. All Marriage and Family master's and doctoral-level interns must be supervised by an individual who has AAMFT approved supervisor status or the equivalent. Finally, students who want to participate in out-of-state internship experiences must sign a waiver stating that they understand they may jeopardize their ability to become licensed in the State of Ohio as a MFT or PC. The Department of Counseling cannot guarantee that the Ohio Counselor, Social Worker and Marriage and Family Therapy Board will approve out of state internship placements as meeting the Boards' State licensure requirements.

ADVANCED REGISTRATION FOR PRACTICUM AND INTERNSHIP

Students must sign up with the MFC/T Program Director during their first semester of coursework for Practicum (5600:675). This early registration will insure that a slot is available for them when they reach the clinical portion of their program. Students should register for Internship (5600:685) with the Internship Coordinator no later than the third week of the term preceding internship. Some courses have prerequisites; check the PCD or the Graduate School Bulletin to identify those courses. All required core counseling courses (5600's) must be taken before scheduling to sit for the Master's Comprehensive Exam and before enrolling in Practicum.

REQUEST TO CHANGE PROGRAMS

Please be advised that based on Counselor Education Program policy a student who wants to change programs may not be allowed to apply for the new program for one academic year. Students who wish to change programs, such as switching from the Community Counseling Program to the Marriage and Family Program, must schedule a meeting with their advisor to discuss this issue. If the advisor approves, the student must write a letter to the Program Director of the new program. This letter, which will include the student's rationale for switching programs, will be presented at the next Program meeting. Each

Program's faculty has the right to approve or deny this request, and determine when the student can be admitted to the new program. Students may request to change programs until the time they are scheduled for Practicum. **ANY STUDENT WHO IS ENROLLED IN OR HAS COMPLETED PRACTICUM FOR ANY OF THE PROGRAMS (COMMUNITY, MARRIAGE AND FAMILY, OR SCHOOL COUNSELING) WILL NOT BE ALLOWED TO CHANGE PROGRAMS.**

ADVANCEMENT TO CANDIDACY

- 1. A student should apply for Advancement to Candidacy after completion of one-half of the credits required in his/her program (25-30 credit hours).**
- 2. A student must be fully admitted and in good standing (GPA of 3.0 or above) to advance to candidacy.**
- 3. The Advancement to Candidacy form must be submitted no later than February 15th for the August commencement, no later than May 15th for the January commencement, and no later than September 15th for the May commencement.**
- 4. Obtain Advancement to Candidacy form on-line or from Department of Counseling office.**
- 5. Complete the upper portion of the form, and include a recent copy of student transcript. Return the form and transcript to advisor for completion and processing.**
- 6. Student's are responsible for registering with the Graduation Office and paying a graduation fee at the time of submission of the Advancement to Candidacy Form.**

MASTER'S COMPREHENSIVE EXAMINATION

The Master's level Comprehensive Exam is a multiple-choice test of the student's general knowledge in each of seven core counseling areas (Group Counseling, Tests and Appraisal, Career Counseling, Counseling Theories, Techniques of Counseling, Professional and Ethical Issue, Diagnosis and Treatment, and Marriage and Family Therapy. Each section has 25 questions.

The Master's level Comprehensive Exam is given each semester on the Saturday following the eighth week of the term (Fall and Spring), and the Saturday between Summer I and Summer II terms. Students should register with the Department secretary one semester in advance to take the Comprehensive, which is three hours in length. Students should not expect to hear formally of a Pass or Fail on the Comprehensives until the fourth week past the date the Comprehensive was scheduled. Students should be aware that a different faculty member, other than the one teaching the course currently, might have written exam sections at an earlier date. The Department will make every attempt to insure that content areas covered by test questions will be consistent across time. **IT IS IMPERATIVE THAT ALL CORE COURSES BE COMPLETED BEFORE TAKING THE COMPREHENSIVE EXAM. STUDENTS WHO DO NOT FOLLOW THIS POLICY WILL HAVE TO RETAKE THE EXAM. THEY WILL NOT BE ALLOWED TO RETAKE FOR TWO SEMESTERS.**

PASS GRADE

In order to receive a Pass grade on the Master's Comprehensive Examination, a MFC/T student must correctly answer a minimum of 70% of the questions correctly.

FAIL GRADE

Students who fail the Master's Comprehensive Examination (less than 70%) will be allowed to retake the complete test ONE TIME. Any student who fails the Master's Comprehensive Examination a second time will be subject to dismissal from the MFC/T Program.

MASTER'S COMPREHENSIVE EXAM: COURSE AREAS COVERED:

Career Counseling (5600:647); Techniques of Counseling (5600:651); Tests and Appraisal (5600:645); Counseling Theories (5600:643); Group Counseling (5600:653); Professional and Legal Issues (5600:623); Marriage and Family Theories and Techniques (5600:655), Systems Theory (5600:669); DSM (5600:664); and Marital Therapy (5600:667).

PREPARATION FOR THE MASTER'S COMPREHENSIVE EXAMINATION

Students are encouraged to attend the Chi Sigma Iota Workshop to prepare for the exam. The following information will aid the master's candidate in studying for the Master's Comprehensive Examination. All test questions should be of a general nature so that although texts or instructors have changed, the content areas covered by the Master's Comprehensive Examination will remain the same. The following list indicates the course outlines students should use in preparation for the Master's Comprehensive Examination.

Counseling Theory and Philosophy (5600:643)

A. Texts: All texts and articles used in the course, as well as lecture material.

B. Major Topic Headings:

1. Psychoanalysis
2. Rational Emotive Therapy
3. Behavior Therapy
4. Cognitive Behavior Therapy
5. Gestalt Therapy
6. Client Centered Therapy
7. Existential Therapy

Tests and Appraisals (5600:645)

A. Texts: All texts and articles used in the course, as well as lecture material.

B. Major Topic Headings:

1. Reliability
2. Validity
3. Derivation and interpretation of test data
4. Norm referenced and criterion referenced tests
5. Tests selection and assessment process
6. Assessment of minorities and culturally different
7. Assessment of children
8. Ethical issues in assessment and test use
9. Survey of:
 - a. Individual Intelligence Tests
 - b. Group Scholastic Aptitude Tests
 - c. Achievement Tests
 - d. Aptitude Tests
 - e. Interest Inventories
 - f. Personality Inventories
 - g. Observation and Rating Scales
10. Bias in Testing
11. Professional and Social Issues in Testing

Career Development Across the Lifespan(5600:647)

- A. All texts and articles used in course.
- B. Major Topic Headings:
 - 1. Theories of Career Development
 - 2. Theories of Career Choice and Decision-Making
 - 3. Career Education
 - 4. Vocational Education
 - 5. Employment Trends
 - 6. Job Seeking
 - 7. Vocational Testing
 - 8. Career Information
 - 9. Issues in Counseling Women
 - 10. Issues in Counseling Minorities
 - 11. Issues in Counseling Adults
- C. Special Materials to be reviewed:
 - 1. Articles read in career class
 - 2. Guide for Occupational Exploration (2nd ed.)
 - 3. Dictionary of Occupational Titles
 - 4. Occupational Outlook Handbook
 - 5. Worker Trait Group Guide
 - 6. Dictionary of Holland Codes

Techniques of Counseling (5600:651)

- A. Text: All texts and articles used in the course, as well as lecture material.
- B. Major Topic Headings:
 - 1. The Stages of the Helping Model
 - 2. Basic Communication Skills
 - a. Attending and Listening
 - b. Empathy and Probing
 - c. Handling Resistance
 - d. Confrontation
 - e. Advanced Empathy
 - f. Focusing
 - g. Immediacy
 - h. Goal Setting
 - 3. MFT Strategies

Group Counseling (5600:653)

- A. All texts and articles used in the course, as well as lecture material.
- B. Major Topic Headings:
 - 1. Types of Groups
 - 2. Leadership Styles/Membership Roles
 - 3. Group Theories
 - 4. Phases of Group Development
 - 5. Group Phenomena
 - 6. Factors to Consider Informing Counseling Groups
 - 7. Group Counseling Techniques

Professional, Legal and Ethical Issues (5600:623)

- A. Text: The Ohio Code of Ethical Practice and Professional Conduct. This code can be found at: www.state.oh.us/csw/ethics.htm
- B. Major Topic Headings:
 - 1. Legal and Ethical Issues
 - a. Counselor licensure law
 - b. Privileged communication-confidentiality-invasion of privacy
 - c. Malpractice

- d. Child abuse
- e. Informed consent
- f. Record keeping
- g. Credentialing
- h. Life threatening situations
- i. Duty to warn
- j. Scope of Practice

2. Ethics

- a. AAMFT and ACA Code of Ethics

Diagnostic and Statistical Manual (current edition)

A. DSM

B. Major Topic Headings: (see instructor)

GRADUATION REQUIREMENTS

1. Each student must complete all coursework in the Marriage and Family Counseling/Therapy Program with a G.P.A. of 3.0 or better within six years from the date of admission.
2. Each student must have filed with their advisor the Advancement to Candidacy form, and been advanced to candidacy.
3. Each student must have filed an application for graduation with the registrar, paid the graduation fee, and ordered cap and gown, if attending commencement. Application forms are obtained from the Graduation office (Spicer Hall, Room 113): May 15 for the January commencement, September 15 for the May commencement and February 15 for August commencement. The student must have paid all fees, library charges, and financial obligations to the University. The student must have met all Department and University requirements for graduation, including receiving a pass score on the Master's Comprehensives.

LOCAL AREA DIVERSIONS

The University of Akron is located in the downtown area of Akron, Ohio, a city with a population of over 235,000. Akron boasts multiple recreational opportunities for sports such as hiking, biking, fishing, boating, skiing, golf, and swimming. Area residents enjoy easy access to an extensive Metro Parks system; the scenic Cuyahoga National Recreation Area; and many local ponds, lakes, and streams. Within a short drive, residents of Akron also have access to Lake Erie and all the recreational opportunities that go with close proximity to such a huge natural wonder. The City of Akron also offers all of the conveniences of a major American metropolitan area, including: a number of major shopping malls; a wide selection of good restaurants; the E. J. Thomas Performing Arts Hall which hosts a variety of music, dance and theater events year-round; an art museum known for its contemporary art collection, and the Inventor's Hall of Fame. During the summer months, the Blossom Music Center offers outdoor concerts with nationally known artists of all genres.

Approximately 30 miles north of Akron, the city of Cleveland provides area residents with easy access to professional sporting events, the world-renowned Cleveland Orchestra at Severance Hall, and many other music, theater, and museum offerings. Finally, should the need for a change of locale arise, the interstate highway system provides ready access to the nearby cities of Columbus, Toledo, Pittsburgh, Youngstown, and beyond.

APPLICATION AND ADMISSIONS PROCEDURES MASTER'S DEGREE PROGRAMS IN COUNSELING

An applicant may only apply to one master's degree program per year. Before applying to a master's degree program the student must have earned a bachelor's degree from a recognized/accredited institution. All applicants are required to have at least a 2.75 cumulative grade point average (GPA) for all undergraduate coursework OR at least a 3.00 cumulative GPA for the last 64 credits of undergraduate coursework. Applicants should visit the Graduate School website for more detailed information about minimal University of Akron Graduate School application requirements. International applicants are also encouraged to visit the Office of International Programs website in order to gain more information about university resources and international application procedures.

The deadline for receipt of all application materials in the Department of Counseling is March 15 for fall semester admissions and October 1 for spring semester admissions.

Since the Graduate School must first enter information into their files and then forward that information to the Department of Counseling, any required application materials sent to the Graduate School will take longer to reach the Department of Counseling. Therefore, applicants are strongly encouraged to send any required Graduate School application materials at least two weeks prior to the application deadline (i.e., March 1 for fall semester admission, September 17 for spring semester admission).

The following materials must be included in master's degree application packets: (1) a completed University of Akron Graduate School application form, (2) official undergraduate transcripts, (3) a Department of Counseling application supplement form, (4) three letters of reference, and (5) *official Graduate Record Examination (GRE) scores. INTERNATIONAL STUDENT APPLICANTS must also submit an official TOEFL scores as part of their application materials. (*curriculum approval pending for waiving GRE)

**The University of Akron Graduate School Application can be found and downloaded on-line by visiting the Graduate School Forms website. The official undergraduate transcripts must be sent from the student's previous undergraduate institution after completing a request for transcripts. The Department of Counseling Application Supplement Form can be found and downloaded on-line by visiting the Application Supplement Form (PDF) web-link. The standard reference forms can be found and downloaded on-line by visiting the Letters of Reference (PDF) web-link. The official GRE Scores must be sent from the student or Educational Testing Services after completion of the examination. Official TOEFL Scores must be sent from the student or testing organization after completion of the examination. Once completed, application materials should be sent to the following location: Graduate School, The University of Akron
469 Polsky Building
Akron, OH 44325-2101 (USA)**

ADMISSION SCREENING PROCEDURE

The following criteria will be considered in admissions decisions made at the department and graduate school levels:

Undergraduate Grade Point Average: A 2.75 or above on a 4.00 system earned on all undergraduate work completed as part of the baccalaureate degree, or a 3.00 or above on a 4.00 system earned on the last 64 hours of undergraduate coursework completed as part of the baccalaureate degree.

Applicant's Credentials: These include: (a) the personal reference forms, (b) past education, training and experience in counseling as evidenced on the Application Supplement, and (c) a personal interview that results in a positive recommendation from the Admissions Committee.

ADMISSIONS DECISIONS: All completed applications will be forwarded to the MFC/T Admission Committee for review. The Admissions Committee will review each completed application. If the applicant meets the Academic requirements and has appropriate credentials, the applicant will be granted a personal qualifying interview. Following the personal interview, each applicant will be ranked based upon academic (undergraduate, graduate grade point averages, and GRE scores); verification of applicant's credentials and recommendations, and the personal interview. After interviews are completed the Admissions Committee will recommend to Graduate School either to admit or deny admission, based upon the above rankings and the availability of Program enrollment openings.

All applicants will receive a formal letter from Graduate School informing of the decision to admit or deny admission. If admission is denied, the applicant may request in writing to be placed on a waiting list for consideration at a later date.

Admissions Restrictions: Enrollment is limited in order to insure smaller class sizes, appropriate student-supervisor ratios in the clinical courses, and availability of internship placement sites.

Admission as a Non-Degree student: This is an option for students who already have a graduate degree. The GRE is not required for these students. However, they are required to meet the same GPA requirements as those for regular admission. A maximum of 15 semester hours is allowed under this status. Consult Graduate School for further details. Classes successfully completed as a non-degree graduate student can be applied to the degree requirements with the review and recommendation of the student's advisor.

Transfer of Credits: A maximum of one-third of the total graduate credit hours required may be transferred from an accredited college or university. All transfer credit must be at the "A" or "B" level in graduate courses. The Graduate School has criteria for acceptance of transfer credits (such as length of time since course was taken). Consult with the Graduate School for further details. Students seeking to transfer credits must have full admission and be in good standing at The University of Akron and the school in which the credits were achieved. Transfer credit shall not be recorded until a student has completed 12 semester credits at The University of Akron with a GPA of 3.0 or better. University of Akron students must receive prior approval to take courses elsewhere for transfer into their program.

PROVISIONAL ADMISSION

The Program Coordinator may interview applicants who do not meet the academic minimum requirements, or recommended minimum Graduate Records Examination scores. In addition to the academic information, the applicant's professional and educational experience will be evaluated. Possible criteria may include how much and what type of experience the person has had, the uniqueness of the experience, strength of recommendations, professional accomplishments, professional involvement, and unique qualifications that may enhance the applicants' possible contributions to the program. Additional recommendations from previous schools attended or past employers may be required.

Failure to obtain a 3.25 grade point average (GPA) of coursework completed during Provisional status may result in dismissal. The Department Chair and/or Program Coordinator may choose to allow the student to retake a course in which the lowest grade was received. At completion of this retake, the GPA will be recalculated. If the student then has a 3.25 GPA, he/she will be reviewed for Full Status Admission. If the student does not obtain a 3.25 with the recalculation, the student will be denied admission to the master's level Counseling Program.

PROVISIONAL COURSEWORK FOR MFC/T STUDENTS: 5600:623(3) MFC/T Professional and Ethical Issues; 5600:655(3) Marriage and Family Therapy Theories and Techniques; 5600:643(3) Counseling Theory & Philosophy; 5600:651(3) Techniques of Counseling 5600:645(4) Tests and Appraisal.

STUDENT REVIEW AND RETENTION

In keeping with the philosophy and general objectives of the Department of Counseling, student review can be an agenda item of any MFC/T Program meeting. Concerns related to a student's academic progress, ethical behavior, and/or personal fitness to be a counselor may be voiced. Once a year, a MFC/T Program meeting is set aside to review the academic progress of students in the Program. The number of courses elected, grades, and comments from the faculty are considered. Students who violate the ethical codes of AAMFT, the licensure laws, or commit crimes against others may be dismissed in accordance with due process.

ACADEMIC CRITERIA FOR RETENTION

1. Evidence of progress to complete degree requirements in six years.
2. A grade point average of 3.0 or better must be maintained. If the student receives a grade of 2.0 or below the student will receive a warning, and must meet with their advisor. If a student receives two grades of 2.0 or below, the student's progress will be reviewed at an MFC/T Program meeting which will make recommendations as to whether or not the student should be permitted to continue. If a student receives three grades of 2.0 or below the student's progress is reviewed by the Program, and if the grade record is correct the student will be dismissed from the Program.

PERSONAL FITNESS CRITERIA FOR RETENTION

1. Students must display behaviors that meet and adhere to the ethical and professional standards of the American Association of Marriage and Family Therapy and the American Counseling Association's Code of Ethics and Standards of Practice. Students are responsible for knowing these Codes and how they apply to their behavior.

REVIEW PROCEDURES

Students will be informed in writing of any review procedures (academic or personal fitness) that might impact their ability to continue in the program. In the event a student concern is raised that might result in dismissal from the Program the student will be notified of the reason for the review, and the time and the date of the MFC/T review meeting. The student may either present in writing or appear before the MFC/T faculty to present their position. The MFC/T Program will discuss and vote on all recommendations for serious academic or personal fitness concern issues. Students will be notified in writing of the recommendations. Students have the right to appeal any decision made by the MFC/T Program to the Chair of the Department, as the first step in the due process procedure. The student will appeal, in writing, any actions taken first to the Department Chair for resolution, then the Dean of the College for resolution, and then to the Graduate School Dean for further action if appropriate.

In the event a faculty member has a concern about a student's academic or personal fitness behavior, which does not rise to the possibility of dismissal, the MFT/C Program Director will be informed and meet with the student and his/her advisor to discuss the issue. The student may appeal, in writing, any actions taken first to the Department Chair for resolution, then the Dean of the College for resolution, and then to the Graduate School Dean for further action if appropriate.

In the event a student has a concern about a faculty member, the student should first speak to their advisor. If this is not appropriate, the student should speak to the MFC/T Program Director. Student concerns and grievances are taken seriously. If a resolution does not occur with these steps, the Department Chair will be notified and a meeting scheduled to discuss the concern. If resolution does not occur at this level, then the Dean of the College will be informed. If this step does not resolve the issue, the student should contact the Graduate School Dean in writing or contact the Student's Rights and Responsibilities Committee on campus.

The MFC/T Program complies with grievance procedures approved by the College of Education, Graduate School, and the University. Counseling students have rights and responsibilities as stated in The University of Akron Bylaws (3359-42-01-C2, 3359-11-13, and 3359-41-01) and in the Student Code of Conduct. More information about these procedures may be found in the Graduate Bulletin, "Grievance Procedures for Graduate Students" or at <http://www.uakron.edu/colleges/educ/StudentAffairs/complaint.php>.

GENERAL INFORMATION

New Student Orientation Program: During the fall and spring semesters a new student orientation is held to acquaint new students with the faculty and new students admitted to all master's level programs (Community Counseling, School Counseling, and MFC/T). The new student orientation program provides an opportunity for student's to learn more about the Department of Counseling, the Clinic for Individual and Family Counseling, student organizations, and program requirements. This program is presented by the Department and Chi Sigma Iota.

Professional Liability Insurance: Insurance coverage is necessary for both the client and the student counselor's protection. Students must verify appropriate insurance coverage before being permitted to enroll in Practicum or Internship. A student should apply for liability insurance several months before beginning Group Counseling (5600:653).

Currently, one of the best ways for students to get such insurance is to join AAMFT as a student member and obtain liability insurance through this professional organization at a nominal cost.

Licensure: Students who graduate from the Marriage and Family Counseling/Therapy Program are eligible to sit for the Ohio Counselor, Social Worker, and Marriage and Family Therapy license (MFT) and Professional Counselor (PC) license.

Society for the Advancement of Marriage and Family Counseling/Therapy (SAMFCT) is a University of Akron recognized graduate student organization formed in 2002 in order to encourage and promote academic achievement, research, mentorship, professional development, advocacy, networking, and service to the profession of marriage and family counseling/therapy among graduate students, faculty, and others related to The University of Akron's Marriage and Family Counseling/Therapy programs in the College of Education.

Chi Sigma Iota is an international counseling honorary society. Students with at least a 3.5 grade point average in their counseling coursework are invited to join. Initiation is held in the spring. This organization provides an opportunity to get to know other helping professionals in the community and develop leadership and service skills through activities sponsored by the organization. The local chapter located in our Counseling Department has received numerous national awards.

The American Association of Marriage and Family Therapy (AAMFT) is the national professional organization for the field of marriage and family therapy. The association facilitates research, theory development, and education. The AAMFT develops standards for graduate education and training, clinical supervision, professional ethics and the clinical practice of marriage and family therapy. A special student membership rate is available. With membership, on-line access to the Journal of Marital and Family Therapy and other professional issues is available.

The Ohio Association of Marriage and Family Therapy (OAMFT) is the state level organization of AAMFT in Ohio. Those who are members of AAMFT are automatically members of OAMFT. Student membership and involvement is encouraged.

American Counseling Association (ACA) is a professional organization that provides its members with leadership training, continuing education, and professional development opportunities. This organization offers a selection of divisions and organizational affiliates to serve a wide range of professional needs and interests, such as the International Association of Marriage and Family Therapy. Also, a number of professional periodicals accompany membership. Students receive a special membership rate.

Ohio Counseling Association (OCA) is the state level organization of ACA in Ohio. Student membership rates are available.

The Clinic for Individual and Family Counseling: The Clinic is a training and research facility that serves the clinical practice requirements of the department's masters and doctoral level students in the Department of Counseling. The Clinic is located next to the Department offices in Carroll Hall. The Clinic offers services that include individual, career, and group counseling; as well as couples and family therapy. Supervision of all cases is conducted by the clinical faculty and includes a range of techniques such as the use of one-way mirrors, video and audiotape review, co-therapy, and live supervision.

Endorsements and/or Recommendations: If a student requests an endorsement or recommendation for positions and/or credentials for which they are qualified, letters of recommendation will be sent to potential employers, training programs, and credentialing agencies.

Counselor Education and Supervision Ph.D. Program: This doctoral program, offered by the Department of Counseling admits students at the post-master's degree level, and is designed to provide in-depth concentration in either Counselor Education or Marriage and Family Counseling/Therapy. The Marriage and Family Counseling/Therapy track is accredited by the Commission on Accreditation and Marriage and Family Therapy Education (COAMFTE) and the Council for Accreditation of Counselor and Related Education Programs (CACREP).

Workshops: The Department offers a number of workshops throughout the year designed to meet the continuing professional development needs of individuals in the helping professions. Services are also provided to schools and agencies in planning credit workshops to meet unique counseling related needs of professionals, paraprofessionals, and volunteers in their work settings.

Mental Health Services: There are free mental health services available through the Psychology Department.

POTENTIAL JOB SETTINGS

Public elementary schools
Public middle or junior high schools
Public secondary schools
Parochial elementary schools
Parochial middle schools
Parochial secondary schools
Joint vocational schools
Adult education
Career education programs
Job placement programs
Public employment job placement programs
Private employment services
YMCA
Juvenile Court
Special juvenile programs
Juvenile corrections agencies
Federal programs such as Job Corps, NYC
Program evaluation
Public rehabilitation agencies
Private rehabilitation agencies
Post-secondary proprietary schools
Community mental health centers
Business and industry personnel offices
Business and industry counseling employees
Adult corrections institutions
Adult corrections halfway houses
Pre-trial intervention programs
Parole programs
Welfare
Other social work agencies
Community family counseling agencies
Religious counseling agencies
Private practice
Drug abuse/rehabilitation programs
Alcohol abuse/rehabilitation programs
Senior citizens agencies
Senior citizens committees
Human relations training programs in business
Nursing homes
Physician's offices
Medical schools
College student personnel programs
College job placement offices
College financial aids offices
College residence hall programs
College programs for non-traditional students
State mental institutions
College admissions offices
College teaching positions
Government law enforcement programs
Police departments
Programs for minority, ethnic, or women's groups
Hospitals
Domestic relations court
Special federal programs

APPENDIX A

COAMFTE: THE STANDARD CURRICULUM DIDACTIC AREA REQUIREMENTS (SDU = Standard Didactic Unit)

300.01 Either during the program or before it, students will complete 12 SDUs in the marriage and family therapy standard curriculum, Areas I-VI.

300.02 Either during the program or before it, students will complete 9 SDUs in Areas I, II and III (see descriptions below). The program decides which of the areas it increases beyond the minimum to arrive at 9 SDUs.

310.00 Area I: Theoretical Foundations

310.01 Either during the program or before it, students will complete a minimum of 2 SDUs in Area I.

310.02 In Area I, students learn about the historical development, theoretical foundations, and contemporary conceptual directions of the field of marriage and family therapy.

310.03 Material taught in Area I will enable students to conceptualize and distinguish the critical epistemological issues in marriage and family therapy.

310.04 Area I material will be related conceptually to clinical concerns.

320.00 Area II: Clinical Practice

320.01 Either during the program or before it, students will complete a minimum of 4 SDUs in Area II.

320.02 Area II material will address marriage and family therapy practice and be related conceptually to theory.

320.03 Area II material will provide a comprehensive survey and substantive understanding of the major models of marriage and family therapy.

320.04 There will be Area II teaching on assessment, including marriage and family therapy methods and major mental health assessment methods and instruments.

320.05 Area II material will address a wide variety of presenting clinical problems.

320.06 In Area II students will learn about appropriate collaboration and related disciplines.

330.00 Area III: Individual Development and Family Relations

330.01 Students will take a minimum of 2 SDUs in Area III.

330.02 Area III courses will include significant material on individual development.

330.03 Area III courses will include significant material on family development and family relationships.

330.04 Area III courses will include significant material on issues of sexuality as they relate to marriage and family therapy theory and practice. Sexual dysfunctions and difficulties will be included.

330.05 Area III courses will include significant material on issues of gender and sexual orientation as they relate to marriage and family therapy theory and practice.

330.06 Area III courses will include significant material on issues of ethnicity, race, socioeconomic status and culture as they relate to marriage and family therapy theory and practice.

330.07 Area III courses will include significant material on issues relevant to populations in the vicinity of the program.

340.00 Area IV: Professional Identity and Ethics

340.01 Students will take a minimum of 1 SDU in Area IV.

340.02 Area IV course content will inform students about professional identity, including professional socialization, professional organizations, licensure and certification.

340.03 Area IV course content will focus on ethical issues related to the practice and profession of marriage and family therapy. A generic course in ethics does not meet this standard.

340.04 Area IV course content will inform students about legal responsibilities and liabilities of clinical practice and research, family law, confidentiality issues and the AAMFT Code of Ethics.

340.05 Area IV course content will inform students about the interface between therapist responsibility and the professional, social and political context of treatment.

350.00 Area V: Research

350.01 Students will take a minimum of 1 SDU in Area V.

350.02 Area V course content will include significant material on research in marriage and family therapy.

350.03 Area V course content will focus on research methodology, data analysis and the evaluation of research.

350.04 Area V course content will include quantitative and qualitative research.

360.00 Area VI: Additional Learning

360.01 Students will take a minimum of 1 SDU in Area VI. The program may elect to permit students to choose the learning experience, or the program may mandate a course or other experience.

360.02 Additional learning will augment students' specialized interest and background in marriage and family therapy. Additional courses may be chosen from coursework offered in a variety of disciplines.

CACREP CORE AREAS

- 1. PROFESSIONAL IDENTITY – studies that provide an understanding of all of the following aspects of professional functioning:**
 - a. history and philosophy of counseling, profession, including significant factors, and events;**
 - b. professional roles, functions, and relationships with other human service providers;**
 - c. technological competence and computer literacy;**
 - d. professional organizations, primarily ACA, its divisions, branches, and affiliates, including membership benefits, activities, services to members, and current emphases;**
 - e. professional credentialing, including certification, licensure, and accreditation practices and standards, and the effects of public policy on these issues;**
 - f. public and private policy processes, including the role of the professional counselor in advocating on behalf of the profession;**
 - g. advocacy processes needed to address institutional and social barriers that impede access, equity and success for clients; and**
 - h. ethical standards of ACA and related entities, and applications of ethical and legal considerations in professional counseling**

- 2. SOCIAL AND CULTURAL DIVERSITY – studies that provide an understanding of the cultural context of relationships, issues, and trends in a multicultural and diverse society related to such factors as culture, ethnicity, nationality, age, gender, sexual orientation, mental and physical characteristics, education, family values, religious and spiritual values, socioeconomic status and unique characteristics of individuals, couples, families, ethnic groups, and communities.**

- 3. HUMAN GROWTH AND DEVELOPMENT – studies that provide an understanding of the nature and needs of individuals at all developmental levels.**

- 4. CAREER DEVELOPMENT – studies that provide an understanding of career development and related life factors.**

- 5. HELPING RELATIONSHIPS – studies that provide an understanding of counseling and consultations processes.**

- 6. GROUP WORK – studies that provide both theoretical and experiential understandings of group purpose, development, dynamics, counseling theories, group counseling methods and skills and other group approaches.**

- 7. ASSESSMENT – studies that provide an understanding of individual and group approaches to assessment and evaluation.**

- 8. RESEARCH AND PROGRAM EVALUATION – studies that provide an understanding of research methods, statistical analysis, needs assessment, and program evaluation.**

CORE CURRICULUM FOR COUNSELOR LICENSURE

- 1. Counseling theory: Includes a study of basic theories, principles of counseling and philosophical bases of the helping relationship;**
- 2. Counseling techniques: Includes individual counseling practices, methods, facilitative skills, and the application of these skills;**
- 3. Practicum: includes a supervised training experience, acceptable to the board, consisting of the provision of counseling to bona fide clients, and/or groups seeking services from counselors. A practicum consists no less than one hundred hours of which forty hours are direct service or conforms to current "Council for Accreditation of Counseling and Related Educational Programs" (CACREP) or the "Council on Rehabilitation Education" (CORE) standards for the required number of practicum hours, if those standards exceed one hundred hours.**
- 4. Internship: Includes an on-the-job experience in professional counseling acceptable to the board, under the tutelage of an on-site supervisor who is a professional clinical counselor, professional counselor or is a licensed independent mental health practitioner acceptable to the board. After June 30, 2000, all on site supervisors must be professional clinical counselors or professional counselors, who have supervising counselor status. Requests for exceptions to this rule must be made in writing to the committee jointly by the counseling program and the individual seeking an exception.**

The supervised internship must be no less than six hundred hours of which two hundred forty hours must be in direct services which include the diagnosis and treatment of mental and emotional disorders and conditions, or conforms to current (CACREP) or (CORE) internship requirements, if those standards are greater.

- 5. Human growth and development: Includes studies that provide a broad understanding of the nature and needs of individuals at all developmental levels. Emphasis is placed on psychological, sociological, and physiological approaches, human behavior, (normal and abnormal), personality theory, and learning theory;**
- 6. Social and cultural foundations: Includes studies of change, ethnic groups, subcultures, changing roles of women, sexism, racism, ethnocentrism, urban and rural societies, population patterns, cultural mores, use of leisure time, and differing life patterns;**
- 7. Group dynamics, processing and counseling: includes the study of group dynamics, group processes, practices and methods of group counseling, supervised practice, supervised facilitative skills, and theory and types of groups;**
- 8. Life-style and career development: includes vocational-choice theory, relationship of career choice to life-style, sources of occupational and educational information, approaches to career decision-making processes, and career development exploration techniques;**
- 9. Appraisal of the individual through: testing includes the development of a framework for understanding the individual, methods of data-gathering and interpretation, case study approaches, individual and group psychological and educational testing and the study of individual differences with consideration of ethnic, cultural and gender factors;**

10. Research and evaluation: Includes statistics, research design, the development of research and demonstration proposals, as well as the development and evaluation of program objectives;

11. Professional, legal, and ethical: includes the study of professional counseling organizations, codes of ethics, legal considerations, standards of preparation, certification and licensure including the Ohio licensure law, and the professional role identity of counselors.

CLINICAL COURSEWORK FOR COUNSELOR LICENSURE

In addition, either as a part of the applicant's master or doctoral degree or after the award of the degree, a minimum of twenty semester hours of instruction acceptable to the board and represented by at least one graduate course in each of the following areas:

1. Clinical psychopathology, personality, and abnormal behavior: includes the study of abnormal behavior, personality disorders, and psychopathological conditions specific to developmental phases through out the life span, and their application to counseling practice;

2. Evaluation of mental and emotional status: includes the use of assessment procedures in diagnosis and treatment planning. Focuses on the administering and interpreting individual and group standardized tests of mental ability, and personality and measurement.

3. Diagnosis of mental and emotional disorders: includes the appropriate use of the current edition of the "Diagnostic and Statistical Manual for Mental Disorders", and an understanding of the "International Classification of Diseases." Focuses on conducting mental status examinations, and on the development and recognition of a framework for identifying symptomology, etiology and psychodynamics of mental and emotional disorders.

4. Methods of intervention and prevention of mental and emotional disorders: includes studies of the: (a) Psychological and educational methods of intervention, such as client-centered, psychoanalytic, hypnotherapy, rational-emotive therapy, and reality therapy. (b) Culturally sensitive intervention techniques used with diverse populations such as minorities, children, substance abusers, gay and lesbian individuals and individuals who are physically or mentally challenged; (c) Intervention strategies used in different situations such as marriage and family problems, crisis situations, bereavement, sex therapy, rehabilitation, child abuse and multicultural counseling.

5. Treatment of mental and emotional disorders: includes developing and implementing a treatment plan, reporting and assessing progress of treatment, appropriate referral procedures, Formulation of timelines for treatment and knowing the effect on client behavior and the interaction of psychotropic medications and mood altering chemicals in the treatment of mental and emotional disorders.

**APPENDIX B
STEPS FOR MFT AND/OR PC LICENSURE**

Order a counselor licensure packet from the Board (614.466.0912).

Before beginning practicum (5600:675) complete and send into the Board the PROFESSIONAL COUNSELOR TRAINING SUPERVISION AGREEMENT.

Part A should be filled out by you and Part B should be filled out by your practicum supervisor. Make sure to attach a Xerox copy of your transcripts or proof of enrollment in practicum.

After completing practicum submit the PRACTICUM REPORT FORM within 30 days of completing practicum.

After Practicum and before beginning Internship, complete and send to the Board the PROFESSIONAL COUNSELOR TRAINING SUPERVISION AGREEMENT. Part A should be filled out by you and Part B should be filled out by your internship supervisor. Make sure to attach a Xerox copy of your transcripts or proof of enrollment in internship. (You must send in this form whenever you change supervisors.)

At the completion of Internship, complete and submit the INTERNSHIP SUPERVISOR EVALUATION RATING FORM. Part A is to be completed by you and Part B should be completed by your supervisor.

Submit a written request to take the MFT exam or the PCLE exam and attach a student copy of your transcript showing completion of the required coursework. (This can be done in the last semester of your graduate program.) You will need to pay a fee to sit for the exam(s).

After you pass the exam, send in completed application packet for license and fees (core counseling course worksheet and worksheet for clinical coursework).

Request an official transcript be sent to the Board upon graduation.

APPENDIX C
CHECKLIST FOR GRADUATION MFC/T

- Complete all required didactic coursework**
- Complete pre practicum and practicum(5600:675)**
- Pass comprehensive exam (register in the Department of Counseling at the beginning of the semester you plan on taking the exam).**
- Complete 2 semesters of internship (5600:685)**
- Complete 500 client contact hours (total from pre-practicum, practicum, and internship)**
- At least 250 hours of client contact are with couples or families**
- Complete at least 100 hours of supervision (total from practicum and internship)**
- At least 50 of the 100 supervision hours are based on raw data (video or live supervision).**
- Submit to your adviser the Advancement to Candidacy (prior to May 15th for December graduation; prior to September 15th for May graduation; prior to February 15th for August graduation).**
- Submit to the Registrar's Office the Application for Graduation (prior to May 15th for December graduation; prior to September 15th for May graduation; prior to February 15th for August graduation).**

**THE UNIVERSITY OF AKRON
DEPARTMENT OF COUNSELING**

MARRIAGE AND FAMILY COUNSELING/THERAPY PROGRAM

This form attests that I have read the Marriage and Family Counseling/Therapy Handbook and understand the policies and procedures that will guide my program.

Student Signature: _____

Date: _____