

## Department of Family Therapy

### PH.D. RESEARCH INTERNSHIP CONTRACT

1. The family therapy doctoral internship will be structured for interns to gain professional experience in the practice and research within the marriage and family therapy field. All internship placement positions will be those which require a master's degree, some years of experience, and advanced academic skill. The internship is to provide doctoral students with a supervised full-time experience of at least nine months duration, emphasizing relationally focused family therapy practice and/or research. The Research Internship is designed to provide students with an opportunity to further develop their research skills and knowledge of research projects, grants, and other available resources (i.e., working with faculty on research projects.)
  - 1.1 Interns may work on a research project within the marriage and family therapy field already initiated by other mental health professionals doing systemic work or create their own research project under the guidance of an AAMFT supervisor.
  - 1.2 Within the scope of the research internship, interns should gain experience in gathering, organizing, and/or analyzing data using various types of research media. By the end of the Internship, interns should be able to write a comprehensive project report which may include tables, charts, PowerPoint, benchmarking, and/or governance policies.
2. The internship site shall be open for at least nine months of the year. Interns will be placed on site for a minimum of 30 hours a week for at least 9 months, with potential for renewal until the intern has completed the necessary research as decided by the intern and the supervisor.
3. Interns will have access to appropriate office space, a computer for internet and database research, a printer/copy machine, and storage space to secure documents, articles, and supplies. Appropriate telephone and office staff support will be provided for the intern, as for other site employees.
4. Initially, interns will receive a comprehensive orientation to the internship site. Interns must be supervised by an AAMFT Approved Supervisor, either on or off site, for one hour for every 30 hours worked. Preference will be given to sites with an on-site AAMFT Approved Supervisor. In situations where no AAMFT Approved Supervisor is available on site, the intern will report to a designated NSU marriage and family therapy program faculty supervisor.
5. Supervision must be clearly distinguishable from psychotherapy and from training activities. Supervision must focus on research analysis, process, and growth.
6. On site supervisors must be AAMFT Approved Supervisors, employed by the internship site for a minimum of two years, with experience and/or training clearly superior to that of the interns they supervise, and must also provide couple and/or family and/or systemic organizational work based on family therapy in the course of the professional work. When on-site supervisors do not meet the standard for doctoral level on-site supervisors, NSU faculty will substitute their supervision, both on and off site.

7. The nature and type of services offered by the internship site shall be clearly published. This information will include a statement of nondiscrimination, a listing of the internship site's advisory board, and any other relevant site information deemed necessary for development of a contract. For each internship site utilized by the NSU marriage and family therapy program, a brochure or letterhead stationary including this information will be kept on file in the Internship Coordinator's office. Interns shall keep complete records of their clinical work, including appropriate consent forms. Files shall be kept under lock and key, such that confidentiality is maintained at all times.
8. Designated supervisors shall evaluate interns twice a trimester, at mid-trimester and at the end of the trimester, using designated NSU marriage and family therapy program forms for this purpose. Evaluation forms will be provided for the designated doctoral internship site coordinator/supervisor.
9. Interns will evaluate their on-site supervisors at least once a trimester, using designated NSU marriage and family therapy program forms. The completed evaluations will be given to the intern's faculty supervisor and will be kept on file in the Internship Coordinator's office.
10. Ongoing communication (including at least one face-to-face visit per trimester for local area sites and twice-a-trimester telephone contact with out-of-state sites) will take place between the site supervisor and the doctoral internship coordinator/supervisor.
11. Intern placement may be terminated as deemed necessary by the intern, site supervisor, and faculty supervisor. All professional activity will take place in accordance with Florida law and the AAMFT Code of Ethics.
12. The intern is responsible for furnishing to the NSU marriage and family therapy program a copy of his or her internship site's brochure and a sample of letterhead stationary; a copy of this contract signed by all relevant parties; and a statement of his or her on-site supervisor's credentials in the form of a curriculum vitae or resume, license, and certifications.
13. Interns are covered by Nova Southeastern University, Department of Humanities and Social Sciences' professional liability insurance. Proof of such coverage can be obtained from the Internship Coordinator's office.

## Ph.D. Research Internship Contract

### Field Placement Specifications

(Please complete ALL information)

Intern Name	_____
Intern Address	_____
City	_____ State _____ Zip _____
Intern Phone ( )	_____ Email address _____

Internship Name	_____
Internship Address	_____
City	_____ State _____ Zip _____
Internship Website	_____
Contact Person:	_____
Site Phone: ( )	_____ Email address _____

Duration of Contract	From: ____/____/____	To	____/____/____
Site Supervisor's Name, Degree(s), and Credentials:	_____		
_____			
Additions or modifications to contract:	_____		
_____			

Signatures	
_____ Intern Name (Please Print Clearly)	_____ Signature /Date
_____ Site Supervisor Name (Please Print Clearly)	_____ Signature /Date
_____ Faculty Supervisor Name (Please Print Clearly)	_____ Signature: Date:
_____ Program Director	_____ Signature /Date