

M.S. Marriage &

Item (Cont.)

Program Director's Welcome

Welcome to the Oregon Tech M.S. Marriage & Family Therapy (MFT) program!

I am excited to have you join the program. You were admitted to the MFT program due to your qualifications and specifically, among others, your willingness to be open and honest, your ethical compass, and integrity.

Over the next several years in the program, you will be challenged and pushed out of your comfort zone. However, you will also be supported and encouraged by faculty and peers. The goal – in every course requirement and student expectation – is that you leave the MFT program fully equipped to provide *high quality, ethical* behavioral health care to those with whom you work. I look forward to facilitating your growth, development, and professionalization into the field of marriage and family therapy!

This handbook will serve as a helpful tool for you for the remainder of your time at Oregon Tech. It provides an overview of the program, identifies policies and procedures, and will likely provide answers to many of your questions. Save this handbook for your records, and review it regularly.

Go Owls!

Sincerely,

Dr. Kevin C. Garrett, LMFT

Program Director & Clinical Director
M.S. Marriage & Family Therapy Program
Department of Humanities & Social Sciences
Oregon Institute of Technology



Program Goals

- 1.

Assessment of PSLOs

Course	Theoretical Knowledge	Clinical Knowledge	Professional Identity & Ethics	Cultural Competency	Research	Interpersonal Effectiveness
Couples Therapy	F/P					
Theory of Change	C					
Practicum		P			P	P
Ethics			F			
Culture				F		F

PSLO Targets & Measures

PSLOs	Minimal Acceptable Performance	Assessment*
One: Theoretical Knowledge	80% achieve a grade of A or B, or passing score	Succinct Theory of Change Paper
	80% achieve a grade of A or B, or passing score	Healthy Couple Interview Assignment
	80% achieve a rate of 3 or 4	Graduate Exit Survey Item
	80% achieve rating of “meets expectations” or above on all items	Applicable Items on BSED
Two: Clinical Knowledge	80% achieve a grade of A or B, or passing score	Clinical Knowledge Development Paper
	80% achieve a grade of A or B, or passing score	Clinical Competence Evaluation
	80% achieve a rate of 3 or 4	Graduate Exit Survey Item
	80% achieve rating of “meets expectations” or above on all items	Applicable Items on BSED
Three: Professional Identity & Ethics	80% achieve a grade of A or B, or passing score	Professional Identity Statement
	80% achieve a grade of A or B, or passing score	Multiple Relationships in Rural Communities Assignment
	80% achieve a rate of 3 or 4	Graduate Exit Survey Item
	80% achieve rating of “meets expectations” or above on all items	Applicable Items on BSED
Four: Cultural Competency	80% achieve a grade of A or B, or passing score	Cultural Roots Paper
	80% achieve a grade of A or B, or passing score	Rural Mental Health Care Paper

Faculty Roles & Governance of the Program

Program Management & Core Faculty

Kevin C. Garrett, Ph.D., LMFT

Program Director & Clinical Director/Coordinator

E-mail: kevin.garrett@oit.edu

Office phone: 1-541-885-1010

Program Emphases

Integrated Behavioral Health and Medical Family Therapy

Program Accreditation

The Oregon Tech MFT program has a comprehensive curriculum, approved by the Oregon Board of

Cost of Tuition & Financial Aid

The Oregon Tech Financial Aid Office is committed to providing high-quality service to all students, their families, and the community. As part of that commitment, the office strives to provide information that is accurate, easy to understand and enables students to make decisions regarding educational funding.

Financial aid website: <https://www.oit.edu/college-costs/financial-aid>

Course Materials

Students are responsible for procuring all required course materials. Materials can be ordered through the Campus Book Store, or purchased independently.

Oregon Tech Bookstore Website: <https://oregontech.bncollege.com/shop/oit/home>

Graduate Assistantships

Oregon Institute of Technology offers graduate assistantships, awarded on a competitive basis, to qualified graduate students. Graduate Assistantships are positions that provide opportunities to gain valuable professional experience in assisting faculty. Graduate Assistants (GAs) work with programs and faculty in various capacities, including but not limited to: research assistant, teaching assistant, program assistant.

GAs are typically awarded on an academic year basis; although, some may be for one term or a partial term only. Pay rates are set annually. GAs usually receive a tuition remission for their services as a GA.

Eligibility and Requirements

Students are eligible to apply for a GA position if they are admitted as full-time degree seeking students in the MFT program, are enrolled in at least six credits each term, and maintain a GPA of at least 3.0 each term. Depending on the FTE percentage rate of each position, GAs are required to work a certain number of hours per week. Typically GAs are awarded 10-, 15-, or 20-hour per week positions.

If a student is interested in becoming a GA, they need to contact the MFT program Director for more information and application requirements. GA position openings are typically announced to all full-time MFT students meeting the eligibility criteria above during the fall term, or as GA money is made available by the university.

Loan Forgiveness Programs

Oregon Tech MS MFT students and graduates may qualify for student loan repayment programs. Information about qualification requirements is available at the identified websites below.

Federal Program

National Health Service Corps (NHSC) Loan Repayment Program

Licensed health care providers may earn up to \$50,000 toward student loans in exchange for a two-year service commitment at an NHSC-approved site through the [NHSC Loan Repayment Program \(NHSC LRP\)](http://nhsc.hrsa.gov). (<http://nhsc.hrsa.gov>) Accepted participants may serve as primary care medical, dental, or mental/behavioral health clinicians and can choose to serve longer for additional loan repayment support.

Priority consideration is given to eligible applicants whose NHSC-approved site has a Health Professional Shortage Area (HPSA) score of 26 to 14, in descending order. (Southern Oregon's HPSA score is 17.) Eligible applicants may receive up to \$50,000 in loan repayment for an initial service commitment until funding is exhausted. The most current information is available at <http://nhsc.hrsa.gov>, and by phone

at 800-221-9393.

Graduate Program Policies in Oregon Tech Catalog

The MFT program at Oregon Tech follows all policies and procedures outlined in the Graduate Program section of the Oregon Tech Catalog. In addition to policies and procedures for all graduate programs at Oregon Tech, the MFT program has identified several policies and procedures specific to the program due to the clinical aspect of the program. The Oregon Tech Catalog can be found by using the following link, clicking “current catalog”, and selecting the “graduate programs” tab: <https://www.oit.edu/registrar/catalog>

Grading Policies

Student academic achievement is evaluated and reported in accordance with a system of letter grades assigned at the end of each course. These grades become part of the student’s transcript, a permanent academic record. A summary statement of a student’s total academic record is expressed as a cumult

extension are made, the incomplete will become the letter grade originally assigned by the instructor.

Misunderstood expectations
Family birthdays or other family celebrations
Activities of family members
Travel
Vacations

Tardiness Policy

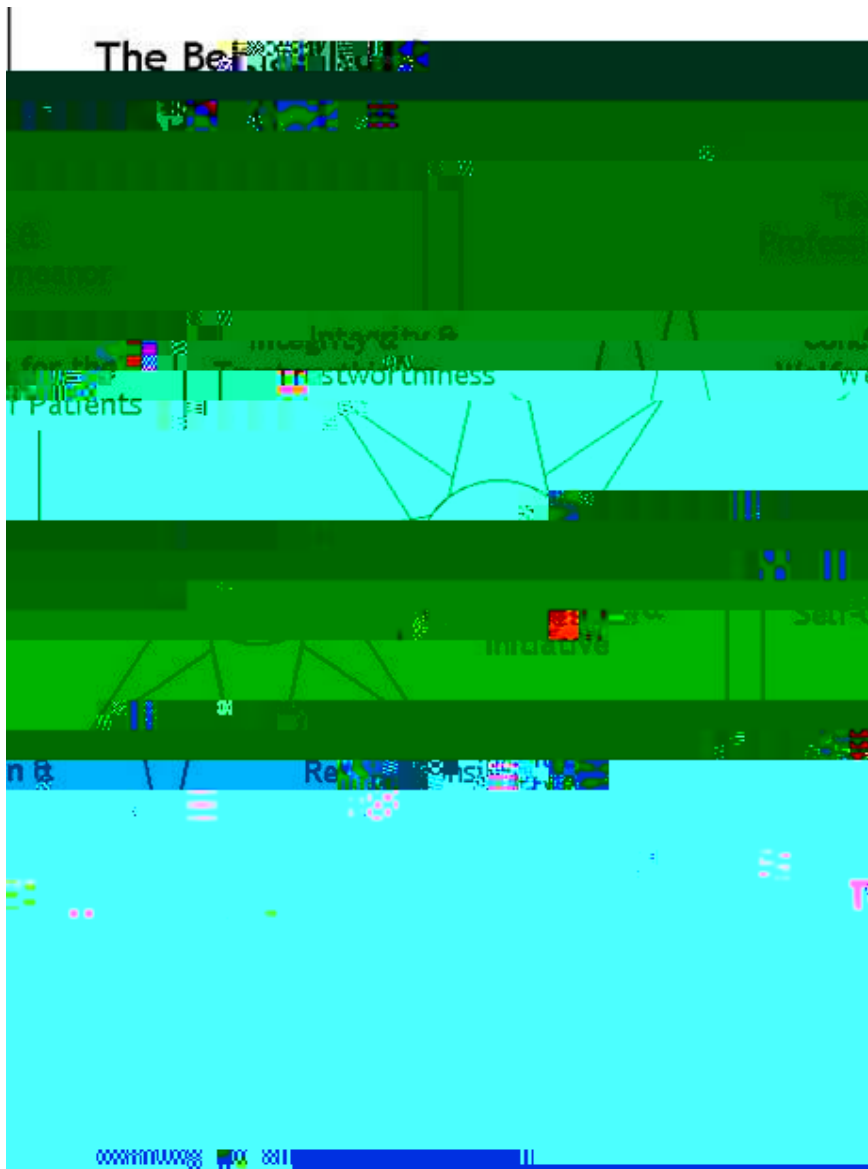
Instructors will consider repeated late arrivals and early departures as absences, which will result in a lower grade.

Coursework Expectations

Coursework Preparation: Full time graduate study: The MFT program is a rigorous full-time graduate

Additional issues such as storing and transporting videos must also be done so by following HIPAA standards and confidentiality. Additional information regarding appropriate transportation and storage practices can be found in the Practicum Handbook.

Expectations of Students: Professionalism



dismiss a student from the program will be determined collaboratively with all MFT faculty. Additionally, the Humanities and Social Sciences Department Chair and/or the Dean of the College of Health, Arts, and Sciences may also participate in conversations regarding student dismissal.

Clinical Skills Impairment

In order to be an effective Marriage and Family Therapist, Oregon Tech MFT students are expected to integrate assessment and diagnosis processes; theories, interventions, and clinical skills; cultural humility; and other core tenants of therapy into the therapeutic relationship and therapeutic process. It is expected that students be familiar with a variety of family therapy theories and interventions, evidence based practices, assessment tools, DSM diagnostic criteria, and various topical information relevant to the field of MFT. When a student is unable to integrate therapeutic skills – at the appropriate developmental level – MFT faculty or Practicum Site Supervisors will work with the student through Practicum or Clinical Supervision to create a detailed plan for the development of the missing, or lacking, skills. This process occurs organically and intentionally through the supervisory experience; however, MFT faculty or Pract –

Severe Impairment

Grievance Policy

Right of Appeal

Students have the right to appeal academic policies or requirements. Grade appeals should be initiated through the instructor, graduate program coordinator, and the dean. For appeals

Annual Student Evaluations

At the beginning of the spring term during the first two years of the program, students will be asked to prepare an Annual Student Evaluation. The Clinical Capstone Portfolio will take the place of the annual student evaluation during the third year. The evaluation should include an exploration of your academic and clinical growth and development. Each evaluation will include an opportunity for reflection on goals as well as the establishment of new goals. Students will submit the annual student evaluation electronically to their MFT Faculty Advisor no later than the end of the first week of Spring Term. Students will then meet with their Faculty Advisor to discuss further. During year two, the annual student evaluation will be a part of the process of entering the practicum experience. During year three, the annual student evaluation will be a part of the Clinical Capstone Portfolio. Students need to keep their Annual Student Evaluations, as these will be included near the end of the MFT program in their Clinical Capstone Portfolio. This evaluation was adapted from the annual student evaluation conducted at Kansas State University.

Students should include the following in their written evaluation:

Academic Growth and Development

1. Identify strengths and growth areas in your academic engagement and performance
2. Identify professional or self-help literature that you have utilized – outside of required course materials or materials needed to complete assignments – in the last year

Clinical Growth and Development

1. Identify how you have grown in your clinical knowledge and skills this year
2. Identify strengths and growth areas in your clinical development
3. In thinking about field experience, explore the client populations you feel drawn to work with, and which client populations you have concerns in working with. In this exploration, include your reasoning.

Professionalization into the Field of MFT

1. Include an updated professional vita (an academic resume). On your vita, include:
 - a. AAMFT membership
 - b. Clinical trainings or workshops attended (virtually or in-person)
 - c. Presentations you have submitted to give to community or professional organizations, had accepted to present at a professional conference, or provided in some capacity this year
 - d. Any community or professional service you have engaged in
 - e. Any research experiences you have had

Strengths and Growth Areas

1. Identify your greatest strengths and growth areas in your ongoing development as a marriage and family therapist in training
2. What are your concerns with your progress thus far in the program

Goals

1. What were your goals going into this academic year?
 - a. How have you work towards achieving them?
2. What goals do you have heading into the next year?
3. What are your goals after you complete the MFT program?

Entering the Practicum Experience

Students in their second year of the program will complete their second annual student evaluation no later than the first week of spring term. Students will meet with MFT Faculty to assess readiness for clinical practicum. MFT Faculty are looking for the following when assessing for readiness:

Graduation Requirements & Procedures

Graduation

Candidates for a master's degree from Oregon Tech must meet academic requirements and apply for graduation two terms prior to the expected date of graduation. The MFT program Director will email students and send them the needed forms to apply for graduation.

Application for Graduation (Oregon Tech Policy)

To apply for graduation, the *two terms*
in advance of the anticipated final term of work. The petition is a record of the approved program of study. To receive favorable action, candidates must meet the following requirements:

Degree Requirements

Coursework

The MFT requires successful completion of the 90 credits of MS MFT coursework. Courses are delivered in lockstep order, with prerequisites for each term offered in the previous term.

NOTE: International students with advanced degrees may not need to take all courses as they will be able to transfer many of their previous masters or Ph.D. courses toward completion of the M.S. MFT degree.

Clinical Practicum

Students complete the clinical practicum component in the third year of the program. In practicum, students generally spend 15-20 hours a week (including practicum seminar) in clinical training, working with/for one of the MFT program's community partners.

Clinical Capstone Portfolio

The Clinical Capstone Portfolio process is an opportunity for the MS Marriage and Family Therapy students to demonstrate growth and competency in five areas:

1. Theory of change
2. Assessment competency
3. Skill demonstration
4. Clinical skill progression
5. Overall professional development and clinical competency (case, cultural, ethical, written/oral competency) through the Clinical Competency Evaluation and other appropriate artifacts.

The Clinical Capstone Portfolio is assembled by students throughout their coursework and is minimally comprised of selected student papers, audio/video recorded examples of skills chosen by the student, completed Basic Skills Evaluation Devices (BSEDs), and other products from the Clinical Competency Evaluation (CCE) completed in Practicum IV.

Students create and gather materials for their Clinical Capstone Portfolio throughout their coursework in the program. Additionally, in the final term of the program, students write several reflective papers/assignments to be included in the Clinical Capstone Portfolio. It is important that students keep copies of all their completed assignments throughout the MFT program, as some of these will be used within the Clinical Capstone Portfolio.

Clinical Competency Evaluation

The Clinical Competency Evaluation (CCE) is a core component of the Practicum course, and demonstrates competency in assessment, case formulation/case analysis, and psychotherapy. The CCE is a series of competency-based tasks designed to evaluate the student's mastery of major clinical assessment and therapeutic skills. The tasks occur through the program and culminate with a final formal assessment in the practicum seminar. The CCE monitors the student's development of therapeutic competency, in accordance with the standards of the MFT program, and ensures the acquisition of the appropriate skill level for subsequent supervised therapeutic practice.

Any incidence of cheating, plagiarism, or falsification of information in the Portfolio or Clinical Competency Evaluation will result in automatic dismissal from the program.

Program of Study: Oregon Tech MFT program

Year 1

<i>Fall</i>	<i>Winter</i>	<i>Spring</i>	<i>Summer</i>
Intro to Therapy: Theory and Skills	Research Methods	Family Therapy Theory & Practice I	Family Therapy Theory & Practice II
Intro to Marriage and Family Therapy	Professional Studies: Developing Cultural Competencies	Professional Studies: Ethics	Families, Substance Abuse and Addiction
Lifespan Development	Intro to Substance Use Disorders and Addiction	Rural Considerations in Substance Abuse Treatment and Prevention	

Year 2

<i>Fall</i>	<i>Winter</i>	<i>Spring</i>	<i>Summer</i>
Adult Psychopathology and Diagnosis	Child & Adolescent Psychopathology and Diagnosis	Trauma and Recovery	Clinical Practicum I
Medical Family Therapy: Illness, Families, and Professionals	Medical Family Therapy in Rural Areas II	Advanced Family Therapy	Contemporary Issues in MFT and Addiction

Frequently Asked Questions

Program Specific Questions

Are there any classes I can take prior to enrolling in the program?

Only students enrolled full time in the program are allowed to take MFT courses.

Can I attend part time?

Students are primarily full-time status; however, if circumstances require part-time attendance, students should be in contact with the MFT program Director to discuss.

How long does it take to complete the program?

The full-time program takes 2.75 years to complete. Classes start in the Fall Term of Year 1 and end in the Spring Term of Year 3. Graduation is in June of year 3. Students completing the part-time option will take longer and international students with advanced degrees may finish the program quicker than 2.75 years.

Can I transfer credits from other graduate coursework?

The decision of allowable transfer credits is up to the discretion of the MFT program Director.

When would I start the program after being admitted?

All students begin the MFT program in the fall term after admission.

What days and times are the courses offered?

Courses are primarily offered during nights and weekends. In the third year of the program, however, there may be occasional day course meeting times. Course schedules will vary each term.

What is the average class size?

The MFT program strives to maintain small class sizes to create opportunities for increased engagement, discussion, development and faculty accessibility. However, most classes can accommodate up to 18 students. Practicum classes are typically smaller.

How much will the Master's degree in MFT cost?

Information about tuition and fees can be found: <https://www.oit.edu/college-costs/tuition->

Frequently Asked Questions

Clinical Experience & Licensure

I want to pursue an LMFT license, what steps can I take and how long do I have to wait?

After graduating from the Oregon Tech MFT program, a period of post-degree approved clinically supervised experience of at least 2 calendar years is required before licensure in Oregon for those who do not start in the M.S. MFT program with advanced degrees from other countries or institutions. After graduation, students will register to be approved as “Marriage and Family Therapy (MFT) Associates” in Oregon. In addition to needing to complete a minimum of 2 years of post-graduation, approved clinical work as an MFT Associate, folks need to accrue a total of 1,900 hours of direct client contact (750 of these hours need to be relational) under the direction of an Oregon State Approved Clinical Supervisor. After completion of the required supervision, application may be made to the Oregon Board of Licensed Professional Counselors and Therapists to take the national examination for marriage and family therapists, and the state Laws and Ethics Exam.

What is the contact information for the organization that licenses MFT’s in Oregon?

Appendix A

Oregon Tech MFT program Required Background Check and Instructions

As you will be meeting with clients in the community for practicum at the end of the Oregon Tech MFT program,

To place your initial order, you will be prompted to create your secure myCB account. From within myCB, you will be able to:

View order



Appendix B

Oregon Tech MFT program Student Handbook Signature Page

Instructions: This signature page is required of all students who enter the MFT program at Oregon Tech. Please be sure to read all this Student Handbook, as well as ask Dr. Garrett any questions you have about this handbook, prior to completing this signature page.

Due date: You will scan and email an electronic copy of this completed signature page to Dr. Garrett by Monday, October 2, 2023, at 5:30 p.m. Pacific Time.

Student Agreement

By signing and dating below, I affirm that I have read, understand, and agree to all of the terms and responsibilities as described in this Student Handbook. I understand that I am responsible for following the terms and responsibilities of this Student Handbook throughout the duration of my education in the MFT program at Oregon Tech. If student expectations change as originally set forth in this handbook, I understand that these will be announced to all MFT students by MFT faculty.

Printed Student Name

Student Signature

Date