



**ADLER
UNIVERSITY**

**Couple and Family Therapy Department
HANDBOOK**

**Adler University
17 North Dearborn Street
Chicago, Illinois 60602
www.adler.edu
(Fall 2023 Edition)**

Application of the *CFT Handbook*, *CFT Clinical Training Manual*, and *CFT Dissertation Guidebook*

The CFT Department utilizes three different documents to outline the policies and procedures for the different degree components in concert with university documents including the *Adler University Student Handbook* and the *Adler Course Catalog*.

CFT Handbook

The *CFT Handbook* includes general information about the Couple and Family Therapy Department at Adler University including the COAMFTE-accredited MA in Couple and Family Therapy (MCFT) and the PhD in Couple and Family Therapy (CFTD) as well as the Certificate in Sex Therapy (CST). It includes important department information as well as specific program information which will be reviewed in the Professional Development Seminars for the MCFT and CFTD and in an orientation for the CST students.

The *CFT Handbook* in effect at the time students matriculate into their degree programs is the one that serves as the guide for the length of their degree program.

CFT Clinical Training Manual

The *CFT Clinical Training Manual* covers all clinical requirements for CFT students. For MCFT students, details regarding their clinical practicum requirement are detailed. For CFTD students, requirements for clinical practicum, the Doctoral Qualifying Exam (DQE), and the internship are described.

The *CFT Clinical Training Manual* in effect at the time students apply for clinical practicum serves as the guide for the length of their degree program. For CFTD students, this is also true with the exception of the Doctoral Qualifying Exam. The *CFT Clinical Training Manual* in effect at the time the CFTD student is enrolled in their first semester of clinical practicum (i.e., CFTD-703), serves as the guideline for the DQE.

CFT Dissertation Guidebook

The *CFT Dissertation Guidebook* is a comprehensive guide for students to follow throughout their dissertation journey. Information regarding resources, requirements of the document, as well as helpful activities, resources, and guidelines are provided.

The *CFT Dissertation Guidebook* that is provided to students in CFTD-875 is the edition that students are required to meet with the exception of the following: any updates to the dissertation template or submission processes are fluid at the university level and will be provided directly to students.

These resources will be provided to students and reviewed at appropriate points throughout the program; they are also available in the files in the CFT Department LMS at all times including previous editions and necessary forms that are specific to the department.

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SECTION I: Couple and Family Therapy Department

This section of the Couple and Family Therapy (CFT) Department Handbook pertains to all students in all programs within the department unless otherwise indicated.

History

The Adler School of Professional Psychology became Adler University in January 2015. Adler University is named for Alfred Adler (1870-1937), a physician, psychotherapist, and founder of Adlerian psychology. He is considered the first community psychologist because his work pioneered community health and prevention. Adlerian psychology emphasizes the human ability to create positive social change and impact. Adler held equality, civil rights, mutual respect, and the advancement of democracy as core values. He was one of the first practitioners to provide family and group counseling and to use public education as a way to address community health. Alfred Adler's ideals and concepts drive the mission, work, and values of Adler University today.

The MA in Marriage and Family Counseling (MAF) degree program was established in 1986 and was initially designed to meet the educational standards of both professional counselors and marriage and family therapists. In 2010 the MAF program became a department, offering a degree that provided licensure eligibility as both a Licensed Professional Counselor and a Licensed Marriage and Family Therapist (LMFT). In 2012, the MAF Department set the goals of 1) transforming the program from a dual-license program to a pure MFT training program preparing licensed marriage and family therapists and 2) pursuing accreditation with the Commission on Accreditation of Marriage and Family Therapy Education (COAMFTE). The students entering the MA program in Fall 2013 were the first cohort in the new curriculum. The MAF Department received approval from the Illinois Board of Higher Education to change the name of the MAF program to an MA in Couple and Family Therapy (MCFT). The use of the name "couple and family therapy" is an accurate reflection of 1) the therapeutic work of MFTs, 2) our inclusiveness and sensitivity of diversity, and 3) our clear professional identity. The Master of Arts in Couple and Family Therapy received COAMFTE-accreditation in November 2016. The cohort entering in Fall 2015 is the first to graduate from our COAMFTE-accredited program. Student Achievement Criteria, per COAMFTE requirements, is published on the program's website beginning with this cohort.

Adler University approved the creation of a Doctorate of Couple and Family Therapy (DCFT) program in Fall 2012 with a launch date of Fall 2014. The first cohort in the Doctorate of Couple and Family Therapy program began in September 2014. In October 2015, the core faculty voted to shift the doctorate from a Doctorate of Couple and Family Therapy (DCFT) to a PhD in Couple and Family Therapy (CFTD) because the established degree requirements were consistent with other PhDs in the field including advanced research curriculum and the completion of a dissertation. This shift was approved by the Board of Trustees of Adler University, the Illinois Board of Higher Education, and the Higher Learning Commission. With the approval of this change, the acronym for the doctorate, PhD, is now CFTD. The PhD in Couple and Family Therapy received COAMFTE-accreditation in November 2018. Student Achievement Criteria, per COAMFTE requirements, will be published on the program's website beginning with this cohort.

The Certificate in Sex Therapy was launched in Fall 2021. Adler University has been approved as an Organizational Provider II by the American Association of Sexuality Educators, Counselors and Therapists (AASECT). The Certificate was approved by Board of Trustees, the Illinois Board of Higher Education (effective June 2021), and the Higher Learning Commission (effective July 2021).

The Department also offered a Certificate in Couple and Family Therapy (CCFT) which was sunset in summer 2020.

Accreditation

The Couple and Family Therapy Program (MCFT) at Adler University is accredited by the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE), 112 South Alfred Street, Alexandria, Virginia 22314, (703) 838-9808, coa@aamft.org.



The PhD in Couple and Family Therapy Program (CFTD) at Adler University is accredited by the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE), 112 South Alfred Street, Alexandria, Virginia 22314, (703) 838-9808, coa@aamft.org

Accreditation information is also available on the university website and in the *Adler Course Catalog*.



Adler University has been approved as an Organizational Provider II by the American Association of Sexuality Educators, Counselors and Therapists (AASECT). The Certificate in Sex Therapy meets the requirements for AASECT and is approved for 164 CE credits. Completion of this program does not ensure or guarantee AASECT Certification. For further information please contact ce@aasect.org.

Definition of Diversity

The Couple and Family Therapy Department at Adler University has a deep commitment to individual and family health. Our foundational belief is all people are worthy of our understanding and respect. We believe that diversity education is a personal and relational process, therefore we value self of the therapist exploration and experiential learning. We believe there is growth potential through learning with and witnessing the growth and development of others. We value recognizing and understanding the dimensions of culture that organize social identities such as race, age, gender, ethnicity, sexual orientation, relationships status, gender identity, socioeconomic status, class, ability, health status, body size and shape, nationality, religion and spiritual beliefs and/or affiliation, and/or national origin, and/or political beliefs, immigration, language, or other relevant social categories. These identities are further expanded and specified in Adler University's Nondiscrimination and Anti-

Harassment Policy and Procedures available to the public on the university website as a downloadable PDF (<https://www.adler.edu/disclosures/#student-and-campus-services>).

With this in mind, and consistent with the mission of the University, the programs in this department aim to deliver a multiculturally informed curriculum and practice experience in service to diverse, marginalized, and underserved communities in order to meet each program's mission to prepare socially responsible Couple and Family Therapists (CFTs) and Certified Sex Therapists (CSTs) with a systemic framework. We believe that clinicians cannot become socially responsible practitioners unless there is a focus on understanding and addressing issues of social justice.

We attempt to facilitate an environment that allows for the transformation of difficult dialogues into courageous conversations. We walk with students in moving from a position of understanding structures of injustice toward action in challenging them. This position includes a thorough examining of power, identifying privilege, and challenging interpersonal and structural oppression through clear and deliberate social action.

In accordance with COAMFTE-accreditation requirements, racial and gender demographics of faculty, supervisors, and students, which are collected directly from students at orientation, are presented on the program websites.

Anti-Discrimination

The CFT Department core faculty jointly created this definition of diversity that is foundational to our stance on anti-discrimination and is reflective of the AAMFT Code of Ethics (2015):

1.1 Non-Discrimination.

Marriage and family therapists provide professional assistance to persons without discrimination on the basis of race, age, ethnicity, socioeconomic status, disability, gender, health status, religion, national origin, sexual orientation, gender identity or relationship status.

This is parallel to the university's definition of diversity and stance on nondiscrimination and anti-discrimination as well as consistent with our mission and values of social justice. Throughout the teaching and learning processes in the CFT Department beginning with **recruitment and admission**, the anti-discrimination policy applies. It is also core to our **code of conduct** and an expectation of graduation requirements that students demonstrate professional attitude, decorum, and ethics commensurate with the profession of couple and family therapy.

This policy of anti-discrimination within the department and across the university is also applicable to the **hiring, retention or dismissal of faculty, students, and supervisors or other educators and/or staff** including adjunct faculty and (practicum and internship) site supervisors.

Adlerian Values

Adler University continues the pioneering work of the first community psychologist Alfred Adler by graduating socially responsible practitioners, engaging communities, and advancing social justice. Alfred Adler began community psychology by articulating the constructs of **gemeinschaftsgefühl** (social interest, or the connection between individual and community well-being) and systemic/structural community intervention (such as preventative public health measures). Throughout the curriculum in

both programs, there are opportunities for students to clinically consult (see below) with Adlerian experts.

The following is a list of Adlerian values:

HOLISM: the whole is greater than the sum of its part; Adlerians look at the whole person and the system that the person is embedded in, as well as the system inside the body—Adlerian theory is a biopsychosocial model. We look at the context to understand people and problems.

TELEOLOGY: goal directed behavior; humans and entities are motivated by conscious or subconscious goals that can be short-term, situation-specific, or long-term—related more to personality, such as goals of operating to find belonging and connection with others.

BELONGING/STRIVING FOR SIGNIFICANCE: humans are ultimately motivated to connect with others and desire to belong and feel significance. They strive to feel connected, complete, and perfect. The striving takes place in relationship with others and is a foundation of human behavior in every situation.

SOCIAL INTEREST/COMMUNITY FEELING/SOCIAL FEELING: Adler's idea that we need to be aware of our part and have interest in the community as well as an awareness of our impact and responsibility on others and our community. One measure of mental health is focusing on others and aligning with the broader needs of the situation instead of oneself. Social interest is a measure of one's health. Successful resolution of mental health problems involves courage to face life challenges and learning to contribute.

WELLNESS/PATHOLOGY: Adler said wellness occurs if humans strive for belonging and experience belonging and significance through actions and attitudes intended to help themselves and others. Pathology results when humans feel less than significant, or not belonging, which may lead humans to strive for significance through self-focused actions as a way to cope with circumstance they do not know how to resolve.

PHENOMENOLOGY: Adler said that we each have our own perspective and that it is important when helping others to understand their perspectives. One way we can help others is by helping them change their perspectives about their circumstances and identify how their goals and strategies in life might contribute to their problems.

SHARED RESPONSIBILITY: Adler argued that when we will help society be better, we will help individuals, and that we can use democratic processes to help encourage everyone to participate. He argued that the system impacts the person and the person impacts the system, so you must intervene in both areas.

CREATIVITY: Adler discussed how humans have the ability to problem solve and creatively interact with the world to find belonging. Adler believed that all humans have creative power of self, and that creativity is what makes each individual unique. It's also what makes Adlerian psychology optimistic.

OPTIMISTIC/STRENGTH BASED: The past does not determine the present. Adler believed that people and systems can change by changing their perceptions about self, other, and the world by creating a healthier, prosocial meaning of their heredity and environment.

Incoming students will receive a “primer” introduction to Adlerian concepts within their professional development seminars (MCFT-510 and CFTD-750) in their first semester.

Additionally, information can be found at www.adlerpedia.org and students may seek out case consultation from the Center for Adlerian Practice and Scholarship.

Location

The Couple and Family Therapy (CFT) Department at Adler University is located at 17 North Dearborn in Chicago, Illinois 60602 on the 15th and 16th floors. Faculty offices are on the 15th floor. Any coursework that is offered in a virtual format can be accessed via Zoom. Advising and mentorship may occur either in person or via Zoom as well as other communication platforms, e.g., telephone, Skype, FaceTime.

American Association for Marriage and Family Therapy

CFT students are required to hold student membership in our national organization, the American Association for Marriage and Family Therapy (AAMFT). This requirement is part of each program’s first Professional Development Seminar – MCFT-510 for MA students, and CFTD-750 for PhD students. All students submit verification of their membership via email to the course instructor and Department Chair to be kept in their digital student file.

Students are required to maintain the student membership throughout their entire program at Adler. Continued membership in AAMFT is verified in the student’s practicum seminar at the start of their second year with email submission to their practicum seminar instructors and Department Chair. Proof of renewal will be maintained in each student’s digital file. Directions will be provided as part of the seminars.

Students may also consider membership with the Illinois Affiliation of Marriage and Family Therapists (IAMFT; www.iamft.org). Being affiliated with both organizations provide students the foundational connections with professionals in the field who are on the leading edge of research and clinical work. These organizations afford students the ability to make lifelong connections with other clinicians who share the same systemic perspective of care.

The application to join AAMFT can be found on their website (aamft.org) by selecting “Membership”. Additional benefits for students include free professional liability insurance through CPH (Charles Philip Hodson and Associates, Insurance Agency (<http://www.cphins.com/>)).

Membership with IAMFT, which we also encourage, can be purchased through links on their website at www.iamft.org. IAMFT is especially important for students planning to stay in Illinois post degree of the MCFT and for CFTD students throughout.

There are also several other professional organizations with specializations in areas of clinical and research interests that the department encourages students to consider as a means for expanding knowledge, experiences, and networks.

Licensure as a Marriage and Family Therapist

Graduates of the department's degree programs have the core professional identity as Couple and Family Therapists (CFTs) and are eligible for licensure as Marriage and Family Therapists (LMFTs) in Illinois. The CFT curriculum and supervised training in the MCFT are intended to assist graduates in meeting the educational requirements for licensure as a Marriage and Family Therapist (LMFT). The program satisfies the current academic and pre-degree training requirements for Illinois. The licensure requirements for coursework in the state of Illinois are reviewed in MCFT-505/CFTD-701 and again in MCFT-512/CFTD-790. Additional course information is provided to assist the student in completing the licensure application for the state of Illinois.

Applicants for the CFTD have their completed graduate coursework evaluated and a program of study (i.e., Academic Advisement Sheet), designed to meet the rigor and requirements of the PhD program. This evaluation is not a guarantee for licensure requirements, though the evaluation includes definitions from the licensing requirements in the state of Illinois and the Foundational Curricular Areas as prescribed by the COAMFTE. It is important for students to be aware that LMFT requirements can vary significantly from state to state in their requirements of completed practicum hours and coursework for licensure. The program does not guarantee that this evaluation will be accepted by the state to which the student is applying for licensure. It is vital that each student identify the licensure requirements for the state(s) in which they intend to practice at the outset of their program and seek guidance from their faculty advisor to create an educational and training plan that will meet the criteria for that specific state(s).

Information regarding licensure in the state of Illinois is provided by the Illinois Department of Financial and Professional Regulation (IDFPR; <http://www.idfpr.com/profs/MarrFamTherapy.asp>). Information contained within this Handbook regarding licensure is at the interpretation of the CFT Department. Confirmation of state policies and procedures is recommended to be done by the student directly with the IDFPR and in review of the state's Marriage and Family Therapy Act and Marriage and Family Therapy Rules or parallel information in other states. The CFT Department provides the foundation for students' engagement with the licensure process in MCFT-505: Systemic Ethics at the outset of their program as well as throughout the seminars in each program.

CFTD students who are not required to take MCFT-505 (because they have already taken it) will be offered other opportunities to review this information throughout their program. CFTD students from other disciplines will be required to take CFTD-701: Couple and Family Therapy Ethics and will review licensure requirements in this course. Students can also consult and work collaboratively with their faculty advisor and the Clinical Training Director around their pursuit of licensure. Students are encouraged to continue to update themselves regarding requirements by directly contacting IDFPR, reviewing their website, and attending workshops and conferences sponsored by the Illinois Affiliation of Marriage and Family Therapists (IAMFT).

Resources are available to students on the CFT department's library page:
<http://library.adler.edu/c.php?g=477874&p=3272174> (link confirmed 8/2/2022).

American Association of Sexuality Educators, Counselors and Therapists

CST students are encouraged to maintain student membership with AASECT (assect.org) which is a requirement of the first course in the sequence, SEX-690. Membership with AASECT is required for application as a Certified Sex Therapist.

Students may also consider membership with the Society for Sex Therapy and Research (SSTAR; www.sstarnet.org) and/or International Society for the Study of Women's Sexual Health (ISSWSH; www.isswsh.org). Affiliation with either (or both or others) allows students to not only have access to sexuality experts and professional meetings and conferences, but it also encourages networking for future supervision and professional opportunities. These organizations afford students the ability to make lifelong connections with other sex therapists who share the same perspective of care.

Certification as a Sex Therapist

The Certificate in Sex Therapy is a *non-clinical* opportunity providing students with all the foundational education and training necessary to accompany the required clinical work and supervision (not included) for the Certified Sex Therapist designation from AASECT.

<i>Alignment of AASECT Requirements for Sex Therapy Certification</i>	
AASECT Requirements	Adler's Certificate in Sex Therapy
Membership in AASECT	Requirement of SEX-690
AASECT Code of Ethics	Covered in SEX-692
Academic and Professional Experience	Pre-requisite or Co-requisite
Clinical Certification & Licensure	Pre-requisite or Co-requisite
Human Sexuality Education: Core Knowledge	90 hours provided through the CST Coursework
Sex Therapy Training	60 hours provided through the CST Coursework
Attitudes and Values Training	14 hours provided through the CST (SEX-691)
Clinical Experience, Field Work, Internship or Professional Training Experience	<i>Not included as this is a non-clinical certificate. Graduates will be supported to seek out these opportunities through faculty advising.</i>

There is no clinical component offered as part of the CST as it is a non-clinical certificate. To meet the designation requirements of AASECT, students must additionally engage in specific clinical and supervision requirements as required by AASECT. This is defined as clinical work with sex therapy presenting clients and an AASECT Certified Sex Therapist-Supervisor.

Please note that for Adler students, their degree programs are not obligated to create practicum opportunities for the certificate.

Students will receive advising as part of the certificate to develop a plan to fully complete certification requirements for AASECT.

MCFT and CFTD students may add the Certificate in Sex Therapy (CST) to their program of study utilizing the "Add Certificate" form with approval from their faculty advisor. Consideration of timing with the degree requirements, academic status, and comportsment is included in this approval process. CFT students must maintain a grade point average of 3.0 to remain in the certificate.

There is additional information in each degree section on the overlap of the CST and the options around using electives.

Degree Conferral

Degree conferral is an ongoing process and does not commence until all of the student's grades have been posted, which only occurs once all degree requirements are completed. Official transcripts are printed on official paper and placed in a sealed envelope with the Registrar's signature across the seal. Unofficial transcripts are available through Self-Service which can be found on Adler Connect.

Requirements to participate in commencement, **which is not connected to degree conferral**, are described in each degree section. Commencement is a celebratory event that occurs across the Chicago campus once a year in the fall. Information about commencement is provided by Student Affairs and available on Adler Connect.

Students submit commencement applications well in advance of completing degree requirements – at minimum, the semester previous. As student's actual completion date is dependent on successful completion of degree requirements as listed in each program section, consideration of timelines is essential. Even though students may have successfully submitted their application to participate in commencement, the department must approve this application confirming the student has met the described requirements available in this handbook. Please review this in the section on individual degree programs.

Portability

Licensure and degree portability are important consideration for those applying to our MCFT program as well as those applicants who come to the CCFT and CFTD programs with a different clinical background (e.g., counseling, art therapy, or social work). The CFT Department is well-versed in the licensure requirements for the state of Illinois and all students explore the licensure requirements throughout the curriculum. PhD students review how their prior master's degree and their Adler degree in progress meet those requirements with support of their faculty advisors. For other states that students may consider relocating to, those licensure requirements are reviewed in an assignment required in MCFT-505: Systemic Ethics. Mandatory disclosures around licensure across the United States is available on the Adler website as well as will be reviewed in the Ethics courses.

Additionally, the American Association for Marriage and Family Therapy has the most up-to-date director of MFT Licensing Boards across the US: (https://www.aamft.org/Directories/MFT_Licensing_Boards.aspx?hkey=c0f838ad-2672-4b4e-8b51-b9578fe5c28a; link confirmed 9/4/2023).

Students who come to the PhD program without the qualifying degree (i.e., MFT, CFT, or MedFT) are also required to take an Ethics course (CFTD-701) and complete this assignment, where the requirements are identified for the desired state. Further information about LMFT licensure is available at: <http://www.psychotherapynotes.com/mft-license-portability/> (updated July 2017; [link confirmed 6/4/2023](#)). Students are also mentored through the professional development seminars in both programs in the development of their professional identity as a Couple and Family Therapist, including

plans for licensure. Additionally, IAMFT also hosts an annual Futures Conference, which is specifically targeted to graduate students and early alumni.

Certification as a Sex Therapist by AASECT is recognized across the US and Canada.

Pursuit of Doctoral Education

Graduates from the MCFT may consider continuing their education by pursuing a doctorate in the field. Students considering doctoral education are encouraged to explore these options throughout the first year of their master's program as applications for doctoral programs can be due as early as the fall of their second year (i.e., the fall prior to matriculating into a doctoral program).

The faculty encourage students to consider Adler University's PhD in Couple and Family Therapy as an option but want to be transparent that admission to the MCFT program does not guarantee admission to the CFTD program. Each year, an interview day for internal candidates for the CFTD will be held separately from the interview days hosted by admissions for external candidates and will typically be scheduled in December. Faculty are also available and will support students in determining the best fit in doctoral education, even if it is not at Adler.

Clinical hours done in the context of practicum and internship requirements of the doctorate can typically be counted as hours towards licensure as long as the experience meets the requirements of both the degree and the state. Students are recommended to directly contact the licensing board in their state of choice for confirmation.

The Association of Marriage and Family Therapy Regulatory Board (AMFTRB) has information regarding licensure across states at: <https://www.amftrb.org> as well as the national licensing exam

Student Recruitment and Retention

The CFT Department is aligned with the university's stance on diversity and does not discriminate on the basis of race, age, gender, ethnicity, sexual orientation, relationship status, gender identity, socioeconomic status, ability, health status, religion or spiritual beliefs and/or affiliation, or national origin with regard to the recruitment, admission, and retention of students. Admission policies are available on the university website and in the *Adler Course Catalog*. Retention of admitted students is a responsibility that the CFT faculty hold with high regard. They attend to students not only in their instructor and supervisory relationships, but also in their advising and mentoring relationships. On program overview pages, there are links to Student Achievement Criteria, which includes licensure examination pass rates, graduation and retention rates, employment and job placement rates, and involvement in professional activities. This information is typically updated after the start of each fall including incoming student information collected at orientation.

The following committees (as well as advising) are described as parts of the department's commitment to retention:

Student Development Committee

The Student Development Committee (SDC) is a department committee that monitors students' Academic Status and compliance with Student Responsibilities (please refer to the *Adler University Student Handbook* for additional information). The primary function of SDC is to provide early and

structured assistance to students in successfully completing their program. Students who are on academic probation will be referred to SDC. SDC referrals are made to the chair of the department's SDC and decided for referral to the students' faculty advisor, the department's SDC, or the Student Comprehensive Evaluation Committee. Students may bring their faculty advisor or a support person (no legal counsel) to the meeting; the student must initiate this invitation.

NOTE: The SDC consists of three members. If one member is the source of the referral, they must recuse themselves from the proceedings. If two or more members are the source of the referral (some referrals are made by the collective core faculty), the referral will automatically be referred to SCEC. The student will be immediately notified of any of these instances.

Guidelines for SDC include:

- Initial meeting to be scheduled within 20 *business days of receiving the referral.
- Recommendations following the meeting will be provided to students within 20 business days of the actual meeting.
- From receipt of the recommendations, student has 10 business days to appeal following the guidelines in the Adler Student Handbook.

**Business days are defined as Monday through Friday with the exception of university holidays. Breaks between the semesters are non-business days. In these cases, the SDC will do their best to expedite the process keeping the student informed of the status of their referral.*

Student Comprehensive Evaluation Committee

The Student Comprehensive Evaluation Committee (SCEC) is an institutional committee that evaluates serious or repeated breaches of Academic Good Standing or of the Student Responsibilities (please refer to the *Adler University Student Handbook* for additional information). Students who are notified of the potential for academic dismissal are referred to SCEC.

*Students referred to SDC and/or SCEC will be notified including the basis of the referral. It is recommended that the person making the referral meets with the student and follows up with an email summarizing the meeting and affirming next steps.

Advising

CFT students have a faculty advisor who is a core faculty member in the CFT Department. CST students who are also degree students at Adler have a faculty advisor within their own degree program. CST students who are not also degree students at Adler will be advised by the Program Director.

Students receive a faculty advisor assignment prior to the start of their program. The Department Chair emails (to the students' Adler Outlook email) a copy of the students' Academic Advisement Sheet, including notification of who their faculty advisor will be, including a CC to their assigned faculty advisor prior to the start of the program. Students typically keep their faculty advisor for the duration of their program. Once CFTD students begin to enroll in dissertation credits and their dissertation chair was also their faculty advisor, they will be assigned an additional faculty advisor in order to better support students throughout the dissertation and internship requirements.

In the rare instance a student wants to make a change to their faculty advisor, they must first discuss this change directly with their assigned faculty advisor and then speak with the Department Chair.

All students are required to meet with their faculty advisor regarding registration for the upcoming semester. Students cannot register without the approval of their faculty advisor. Additionally, while course schedules might only require students' presence on campus on certain days, it is occasionally required that students be present to meet with faculty and attend required meetings on days where class and/or seminar may not be scheduled. Faculty advisors also make themselves available via Zoom and phone.

To prepare for their registration meetings, students are encouraged to utilize Self-Service both to monitor their overall progress (use the "My Progress" tab) on the degree as well as to select their courses for the upcoming semester for approval. Please be aware that registration approval is of the course and not the specific section of the course. If there are multiple sections of a course, enrollment is determined by the student's registration time.

If students want to propose a change to their program of study (e.g., taking an elective outside the department), they must work with their faculty advisor.

Students who receive an "academic alert" or "academic warning" will work with their faculty advisor regarding remediation. Please see the *Adler Course Catalog* and *Adler Student Handbook* for additional information.

Advising meetings can also be the place where a student's general well-being is addressed and any concerns about degree progress or timing may be discussed with the student. The department's goal is that all students successfully complete their degree requirements while implementing and practicing important habits of self-care.

Doctoral students meet during the internship and dissertation years – in person or via Zoom or by phone – with their dissertation chair to review their progress towards completing degree requirements. They will maintain a faculty advisor who is separate from their dissertation chair who is available for additional support. Continued progress across the curriculum and practice components are monitored by the faculty advisor.

Student Files. Faculty advisors are recommended to track meetings and actions regarding student progress throughout their program. In addition, the Department Chair maintains shared digital files on all students that all core faculty have access to through OneDrive. Included in these files are the *CFT Handbook* (etc.) confirmation of receipt and review, Academic Advisement Sheet, in progress and/or final transcripts, informed consent for the SAR, CE certificates for sex therapy courses, the MAQE honor statements, DQE qualifying exams, and results for both, practicum and internship materials including confirmation of meeting the Practicum Readiness Requirements and copies of contracts and tracking sheets, dissertation forms, and any other relevant information to the students' progress in their degree or certificate program. Additional information regarding leaves of absence or referrals to department meetings, Student Development Committee (SDC), and Student Comprehensive Evaluation Committee (SCEC) are also included.

Academic Advisement Sheets. Students receive an Academic Advisement Sheet (AAS), which serves as their Program of Study and is used as an advisement tool. This form outlines the courses required for students to take to complete the degree as listed in the *Adler Course Catalog* under which they matriculated. Courses are listed in chronological order semester-by-semester, though scheduling changes may occur with proper notification. Students work in concert with their faculty advisor to move through the program, fulfilling all degree requirements including making amendments in response to schedule changes.

Academic Advisements Sheets (AAS) for the current year and previous years are available on Adler Connect. Adler Connect is a single point of reference of university resources including those specific to the department. Students are also able to access the midterm and end-of-course surveys through this portal.

The AAS is utilized as an advisement tool. It includes courses semester-by-semester, a list of the department electives, as well as additional requirements of the degree including social justice practicum and clinical practicum. A personalized AAS is emailed to all incoming students along with faculty advisor assignment for their academic program.

Additionally, a table outlining licensure requirements in the state of Illinois is included in the AAS of the CFTD program as these requirements are equivalent to the foundational curricular areas as defined by COAMFTE and serve as the requisite coursework to begin the PhD.

At the point of admission, the Department Chair reviews the student's transcript and any requested syllabi to determine their Program of Study for the certificate or PhD using the licensure requirements as a guideline. This is not a guarantee that the state of Illinois (or any other state) will accept those courses for licensure application but is offered as an outline for courses required for those students to "level up" to their program's requirements. For example, all CFT students must take an Ethics course that is specific to the field—about Couple/Marriage and Family Therapy— taught by someone with a professional identity of a Couple and Family Therapist to meet both licensure and accreditation standards as well as degree requirements. This may mean that an incoming PhD student from a different behavioral health discipline, i.e., social work or counseling, will take the one credit ethics course (CFTD-701) which focuses on the AAMFT Code of Ethics and LMFT licensure requirements.

CFTD students' graduate level coursework is reviewed to determine that they have received the requisite foundational coursework necessary to be successful in the doctoral program. For example, students who did not complete a master's in the field of Couple and Family Therapy (or Marriage and Family Therapy or Medical Family Therapy) may be required to take CFTD-719: Systemic Theories Overview) before they are able to take the Advanced Theory courses required in the CFTD.

Students transferring coursework into their degree program will also be evaluated during the summer prior to admission.

Grading and Assessment. For courses that students earn a grade, the CFT Department follow's Adler's grading scale for the Chicago campus. Details on this grading scale are available on each of the syllabi. Specific courses within the curriculum may follow a "credit" / "no credit" grading scale.

Details within each syllabus describe the necessary requirement for the student to receive a credit for the course. Additional information on grading and assessment is available in the *Adler Course Catalog* and the *Student Handbook* including the process for Grade Appeals.

Adler University Resources and Support for Students

Student Affairs, including the *Adler University Student Handbook*, serves as the central location for students to access resources on campus. Information regarding things like accommodations are described in the *Adler University Student Handbook* which is available on the university website.

Additionally, students can consult with their faculty advisor for information on where to get additional resources.

Course Textbooks

Required course textbooks can be found in the weeks prior to each semester on the Adler website. Click on “Resources” located at the bottom of the university home page and select “Chicago Campus Bookstore.”

Academic Calendar

The academic calendar is available on the Adler website for the Chicago campus. The fall and spring semesters are traditional 15-week semesters with practicum seminar running for 16 weeks. Courses that miss weeks of class due to holidays and school closures may utilize the 16th week of the semester to make up class time or provide an alternative activity or assignment so that students do not miss any of the required seat hours. This is up to the faculty instructor.

Summer semesters include two (intense) eight weeks (Summer I and II term) with courses meeting for longer times during the first term of summer to meet seat hours. During summer 2 (typically in July and August) only Certificate in Sex Therapy courses are running across both terms of the semester and MCFT practicum seminars for students starting and finishing their clinical practicum are also through August.

Practicum seminars in the MCFT program runs for both Summer I and II depending on the student’s needs to complete their 12-month clinical practicum. MCFT-605 runs for the full 16 weeks across Summer I and II. Students starting clinical practicum in July or August will enroll in MCFT-601 during Summer II and take MCFT-602 in Summer I in their second summer. These two courses combined are equivalent to MCFT-605. This is detailed in Section II.

Certificate in Sex Therapy courses run in summer II as they are 15-week semester classes.

(NOTE: Adler University attendance policy dictates students can NOT miss more than the equivalent of two class meetings of curriculum and no more than ONE class meeting of practicum seminar.)

Tuition, Fees, Financial Aid, and Federal Work Study

Information regarding up-to-date tuition and fees for Adler University are available on the university website. Detailed information regarding the breakdown of fees is also available. Any questions can be directed to Student Accounts at studentaccounts@adler.edu. Additionally, information about financial aid is available on the university website. Students can email Financial Aid at financialaid@adler.edu with any questions including their eligibility to participate in federal work study.

Orientation and Technical Trainings

In the week before the students’ first semester, there is a scheduled orientation that is hosted by Adler University’s Student Affairs, the CFT Department Chair, the Program Director of Sexology, and core faculty. Prior to this orientation, all students are also provided with an online orientation that is required to be completed prior to the campus orientation. These are essential experiences, both to ensure that

students are fully informed about the academic services available as well as the expectations of them as students.

During this scheduled orientation, students will not only be able to meet and get to know their cohort, but they will be oriented to the social justice and self-of-the-therapist expectations of the programs. If students are not able to attend this, it is their responsibility to seek out the information provided. The *CFT Handbook* will also be reviewed in the Professional Development Seminars in the first semester for all incoming students.

At various points across the curriculum, students also receive additional technical training regarding the library, skills necessary for literature searches, and about the resources available to them throughout Professional Development Seminars and Research courses:

1. Library Instruction: Navigating library databases (to find articles based on a topic)
2. Library Instruction: Researching and preparing to write a literature review
3. (CFTD only) Literature Reviews & Organization

Students also receive training on the Adler Practicum Tool (APT) in the application process for clinical practicum and Time2Track in the semester prior to starting practicum (and for SJP). This is coordinated by the Clinical Training Director and for MCFT students is also reviewed in MCFT-510 and MCFT-600.

Technology Requirements for Faculty and Supervisors

Faculty and supervisors, including adjunct, are provided the same technical training as students during their onboarding and orientation to the university and the department. Primary technological tools of use are email (through Adler Office 365 which includes applications such as Outlook, OneDrive, Teams, and Forms), Zoom, Adler Connect, classroom technology, Time2Track, Self-Service, and our learning management system (LMS).

Technology updates are provided to Faculty through Faculty Council or on an as-needed basis. Tutorials and support are available through the Center for Learning and Teaching, The Department of Educational Design and Innovation, and the IT Help Desk.

Additionally, instruction sheets are regularly provided by Registrar and other departments depending on the task. For example, an email will come from the Registrar with a reminder on final grade submission deadlines including detailed instructions on how to submit grades in Self-Service.

Exit Interviews

All CFT students have a formal group exit interview within their final Professional Development Seminar (MCFT-512 or CFTD-790). Aggregated and anonymized information gathered at this exit interview is used to inform the program improvement cycle and is reviewed by faculty at their fall meeting.

Though CFTD students still have their internship and dissertation requirements, CFTD-790 is designated as one of the “last” required classes in the Advanced Curriculum.

CST students have a group exit interview at the end of their certificate in SEX-693.

Information collected in these interviews specific to a singular person are provided directly to that individual by the Department Chair and not maintained within the exit interview notes for wider distribution.

Personal Therapy

Students are encouraged to seek therapy for both personal growth and to gain a deeper understanding of the therapist-client relationship and process. This is not a requirement for clinical readiness, but it is highly recommended and encouraged. Though students may want to seek out recommendations for therapists in the area from their faculty and/or advisor, students do not need to inform the department that they have entered this relationship. However, if during therapy, students and/or therapists come to realize that students' current personal situation interferes with being able to appropriately handle academic requirements or clinical responsibilities, it is the students' professional responsibility to inform their faculty advisor to determine the best course of action for students and the program.

Please note that even though the curriculum is delivered from an experiential perspective through an intersecting social justice and self-of-the-therapist lens, the classroom is not equivalent to therapy.

Additionally, faculty are held to Title IX expectations as described in the *Adler University Student Handbook* available on the university's website and on Adler Connect.

CFT Student Support

Student support and resources available to all Adler students is described in the *Adler Student Handbook*. Students may also access the many services provided through Student Affairs, which is on the 16th floor, including computers and refreshments! Students can also email any questions or concerns to studentaffairs@adler.edu.

Communication & Technology Requirements

Courses in the CFT Department are primarily delivered via "brick and mortar" and not online. Courses in the Certificate in Sex Therapy are offered in a blended format. Course resources may be available through a Learning Management System (LMS) and students receive training at orientation on how to access this. Please note that not all faculty utilize LMS though it is the student's responsibility to monitor it.

Prior to that, students receive their Adler email address upon receipt of their tuition deposit. This invites students to participate and engage in the university and department prior to orientation. **Email is the primary method of communication for the CFT Department.** Confirmation of this email is done by the Department Chair when the Academic Advisement Sheets are distributed to incoming students and their faculty advisor and students are asked to confirm receipt. **Students are expected to use and monitor their Adler email on a regular and daily basis.** Students must use their Adler email for all communications. Students may use computers available on campus to access their email and the LMS.

Additionally, students are expected to use the calendar function in Outlook for department events to indicate their commitment to attend. Sometimes these calendar invites cannot be RSVPed to on a cell phone but do work from a desktop or laptop computer as the time function may not work. It is recommended that students confirm their email is set to Central Standard Time as this is the time zone

that all invitations will be set. Adler University also supports the use of Zoom to assist in meetings, including advising meetings, as necessary.

Programs

Genopro is available to students for use in the computer lab on campus. Students are also able to access Genopro by using MyDesktop through the Library website where there are instructions for both Mac and PC users on how to access it.

Virtual Presence in Class

The curriculum and experiences of the programs in the Couple and Family Therapy Department at Adler University are designed and created for students to be physically present in class (unless otherwise noted) so that they can not only learn the content, but also engage in cohort dynamics and relationships that are essential to both the self-of-the-therapist development and social justice missions of our programs. Therefore, **virtual presence in on-ground courses is not allowed**. The management of both in-person and virtual students detracts from the teaching environment and creates disparity of learning experiences across students.

In the instance of an accommodation, the students must qualify their needs in accordance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and the B.C. Human Rights Code. Students may request accommodations as directed in the course syllabi.

Virtual Class Meetings

Though no virtual sections of courses will be offered in the MCFT or CFTD program (we are COAMFTE-accredited as on-ground programs) effective fall 2022, there may be exception or occasions that a class meeting needs to be moved to Zoom by the instructor and supported by the Department Chair.

Students may not “Zoom into class” in lieu of in-person attendance on campus. NO exceptions.

The CST has a hybrid format with weekly class meetings occurring via Zoom.

During virtual class meetings, students will need access to the internet as well as a **quiet, distraction-free, and private place** to engage in coursework; should students have any technological needs related to access, please reach out to the IT Department via helpdesk@adler.edu. All students will have access to a HIPAA-compliant Zoom. As the covered topics of the CST may include sensitive and adult topics, students with children at home need to make arrangements so that those under the age of 18 are not within proximity of the class meetings. This is not only for their protection, but also for the comfort of the instructor and all students in the course.

Additionally, students will **be required to be present in synchronous portions of the course with their camera on** (unless otherwise notified) and microphone on depending on the requirements of the activity per the instructor. **Students cannot engage in course or required meetings from the car or in the presence of persons not enrolled in the course.** If two students decide to join the class virtually within each other’s physical presence, it is recommended that both identities are included in the Zoom screen. Please plan accordingly and treat virtual course time as if you were sitting in a classroom.

CFT-Sponsored Student Groups

Adler University has a number of student groups available to join. These are listed on the University Website (<https://www.adler.edu/why-us/#student-organizations>) and on Adler Connect. Information regarding student groups is made available to students in their interviews, at orientation, and at the Fall Student Organization Fair. The Association of Couple and Family Therapy Student Group (and Medical Family Therapy) and the Adler Society of Sexology were created within the CFT Department and are advised by core faculty but are also open to all students to join. New student groups may be formed both in and out of the department. Those originating in our department are described below.

The CFT Department launched the Alpha Beta chapter of Delta Kappa, the International Marriage and Family Therapy Honor Society (information below) in 2018.

Association of Couple and Family Therapy Student Group

Couple and Family Therapy students have the Association of Couple and Family Therapy (ACFT) student group as an avenue to their participation in program governance. Leaderships are nominated and elected each fall and positions are held for the calendar year, and governance and membership of this student group is shared by CST, MCFT, CCFT, and CFTD students.

Leadership of ACFT shifts each January in order to maintain continuity from year-to-year. Cohort representatives are also nominated and elected for each cohort in the CST, MCFT, and CFTD programs. This is done at the annual department meeting which is held in the fall. Cohort reps maintain their role throughout the programs and as alumni reps.

Representative(s) from ACFT attend the CFT Faculty Meetings at least once a semester to provide feedback to the department and participate in department governance in diverse ways as described in this Handbook, including representing student concerns. Prior to attending the meeting, the attending representative is to reach out to each cohort representative to aggregate feedback to bring to faculty. ACFT representatives can attend additional faculty department meetings as requested. This ACFT representative then provides the response to students in an FAQ after review by the Department Chair to confirm accuracy.

ACFT can be reached at ACFT@adler.edu.

Adler Society of Sexology

Launched in Fall 2019, the Adler Society for Sexology (ASoS) is dedicated to advancing the knowledge of sexuality and communicating scientifically based sexuality research and scholarship to students, professionals, the greater community of academia, and the general public.

The Adler Society for Sexology fosters a diverse group of Adler University students committed to a scholarly and scientific approach of inquiring and disseminating accurate knowledge of sexuality, thereby aiding in more diverse, socially-just, competent, and empirically based therapeutic practice. The Adler Society for Sexology will abide by all policies and procedures of Adler University.

ASoS can be reached at ASOS@adler.edu.

Delta Kappa: The International Marriage and Family Therapy Honor Society

In summer 2018, the CFT Department launched the inaugural chapter, **Alpha Beta**, of Delta Kappa. The following information is from www.deltakappamft.org.

Delta Kappa, the International Marriage and Family Therapy Honor Society, is the official honor society for the field of Marriage and Family Therapy. It serves to further and complement the work being done by the American Association for Marriage and Family Therapy, the American Family Therapy Academy, and the International Family Therapy Association. Delta Kappa recognizes the achievements of current students as well as practitioners already in the field who continue to make significant contributions to the field of Marriage and Family Therapy. Students in COAMFTE accredited Marriage and Family Therapy programs who have completed at least 12 graduate credit hours with a **grade point average of 3.75** or higher are eligible for membership. Inductions will occur once a year in spring/summer.

Leadership is nominated and voted into position and vacated as students graduate. Delta Kappa will plan annual educational and scholarly events for CFT students. Though membership is selective, certain events will be open to the community. Additionally, an induction ceremony will be held each spring or summer to induct new members into the chapter.

Delta Kappa can be reached at DeltaKappaCFT@adler.edu.

Scholarship Opportunities: Publications, Presentations, Posters, and Dissertations

All students are encouraged to pursue opportunities for scholarship, especially conference presentations and posters. Depending on a student's goals, engagement in the field at this level may be essential to their professional goals. CFTD students are further encouraged to pursue publication opportunities, both professional writing and peer reviewed, as outlined in the PhD Portfolio. These opportunities are an essential part of professional development as a Couple and Family Therapist as well as occasion to network and make connections in the field. **Any products created by students representing the CFT Department at Adler must have faculty approval, which is defined as either co-authorship or sponsorship (see below for descriptions of each).**

AAMFT, IAMFT, IFTA, AASECT, SSTAR, etc. host annual conferences where students are encouraged to submit their work for presentation and/or poster presentation. These are excellent avenues for students to develop their professional identity as Couple and Family Therapists and Certified Sex Therapists. These organizations—and others like them (see list below)—offer opportunities for students to volunteer as well as scholarships for student attendance at conferences to reduce costs:

- American Association for Marriage and Family Therapists (AAMFT) – www.aamft.org
- American Association of Sexuality Educators, Counselors and Therapists (AASECT) – www.aasect.org
- American Family Therapy Association (AFTA) – www.afta.org
- Collaborative Family Healthcare Association (CFHA) – www.cfha.net
- European Family Therapy Association (EFTA) – www.europeanfamilytherapy.eu
- Illinois Affiliation for Marriage and Family Therapists (IAMFT) – www.iamft.org
- International Family Therapy Association (IFTA) – www.ifta-familytherapy.org
- International Society for the Study of Women's Sexual Health (ISSWSH) - www.isswsh.org

- National Council on Family Relations (NCFR) – www.ncfr.org
- International Association of Marriage and Family Counselors (IAMFC) – www.iamfc.org
- Society for Sex Therapy and Research (SSTAR) – www.sstarnet.org

Make sure to check the department's LMS for a more comprehensive list of organizations and up-to-date information on their annual meetings and conferences. Additionally, core faculty may forward out opportunities to students for consideration.

Research Resources

There are many other professional organizations that students are encouraged to consider both for membership and as conference and training opportunities. *This list is only a sampling of different organizations.*

Students have additional access to research and scholarly resources as well as support for coursework through the Center for Learning and Teaching, the Research Office, and IT. For example, posters can be printed on campus through IT (please check with your sponsoring faculty member for information).

It is recommended that students use resources at Adler University's Library and refer to peer-reviewed journal articles in their scholarship. The following is a list of systemic journals, which is presented in alphabetical order and is in no way comprehensive (journals available through the Adler library are indicated with an asterisk (*)):

*American Journal of Family Therapy**
*Contemporary Family Therapy**
*Couple and Family Psychology**
*Families, Systems and Health**
*Family Process**
*Family Relations**
*Journal of Child and Family Studies**
*Journal of Couple and Relationship Therapy**
*Journal of Divorce & Remarriage**
Journal of Family Communications
*Journal of Family Therapy**
Journal of Feminist Family Therapy^*
*Journal of Gay and Lesbian Mental Health**
*Journal of GLBT Family Studies**
Journal of LGBT Issues in Counseling
*Journal of Marital and Family Therapy**
*Journal of Marriage and Family**
*Journal of Sex & Marital Therapy**
*The Journal of Sex Research**
Journal of Sexual Medicine
*Journal of Systemic Therapies**
*Marriage & Family Review**
*Sexual & Relationship Therapy**

^Dr. Brown is the Editor-in-Chief of the *Journal of Feminist Family Therapy*.

Authorship

Determining authorship is a fluid negotiation. Resources are available to guide students and professionals through this discussion and can be found online. The American Psychology Association's (APA) Student Council has several excellent resources including authorship agreements and authorship tie-breaker scorecards which can be found at <http://www.apa.org/science/about/psa/2015/06/determining-authorship.aspx> (Website retrieved and confirmed in August 2021).

Authorship is negotiated both at the beginning of the process as collaborators divvy up tasks, as well as at the end of the process in reflection of tasks completed. Authorship determination is based on contribution. For example, an article with four authors might follow the 40/30/20/10 guideline where the first author contributes 40% and the fourth contributes 10%. Authorship is solely determined by who contributes to the actual writing of the paper.

Research done as a research assistant or work study including literature searches or data analysis is typically acknowledged by the authors **but does not rise to the level of authorship**. Authorship requires contribution to the writing of the product.

Another example of authorship negotiation can be two students working on two posters where each takes the lead on one and supports the other as second author. Disputes regarding authorship follow the recommendations described below regarding student concerns.

Sponsorship

If students submit scholarship (i.e., presentations, posters, or papers) with or without a classmate, they would need to secure sponsorship by a core faculty member (adjunct faculty members may serve as sponsors with the approval of the Department Chair). Sponsorship traditionally means that your faculty sponsor would consult on the process and review the final drafts for proposal and submission or products for presentation or publication. As students represent both our department and the university, this is an essential step in the process. This is also negotiated at the beginning and end to ensure that your sponsor has not begun to contribute significantly, which might require authorship negotiation. In the case of faculty sponsorship, it is traditional that a student would formally acknowledge their support with a byline; for example, "Thank you to Dr. INSERT FACULTY NAME for their sponsorship of this project" or "Sponsored by INSERT FACULTY NAME."

Dissertations

Doctoral students are required to complete a dissertation to meet the degree requirements of the doctorate in Couple and Family Therapy. Though doctoral students work closely with their dissertation chair on developing their dissertation and completing their document, **authorship of the dissertation belongs to the student**.

Any subsequent product submitted for publication and presentation of the dissertation is then negotiated between students and contributors which may include the dissertation chair. This is consistent with Principle 5.7 Authorship of Student Work in the *2015 AAMFT Code of Ethics*. Additional information on the dissertation is available in Section III of this Handbook and the *CFT Dissertation Guidebook*.

Code of Conduct

Adler University's Student Handbook, Section I (Federal or National Policies) and Section II (General Institutional Policies) serve as the Code of Conduct at Adler University. The *Student Handbook* also includes the Statement of Student Responsibilities (see below) as well as the University's Academic Policies including policy around substance abuse.

Statement of Student Responsibilities

Adler University expects students to:

1. Adhere to all applicable University policies and procedures.
2. Uphold University rules applicable to conduct both in on-campus and off-campus settings, including clinical, field, internship, in-service and other activities.
3. Abide by all local, state, and federal laws.
4. Maintain academic honesty and integrity.
5. Comply with all ethical and professional standards applicable to their program of study.
6. Contribute actively to the process of learning, including complying with attendance or participation requirements, completing assignments, and preparing for class.
7. Conduct themselves in an ethical, professional, and civil manner.
8. Demonstrate respect for the rights of others.
9. Regularly monitor their student accounts.

The CFT Department defers to the University's Code of Conduct and subsequent policies. CFT students are additionally required to abide by the 2015 AAMFT Code of Ethics (available at https://www.aamft.org/Legal_Ethics/Code_of_Ethics.aspx), which serves as a professional code of conduct.

Students' behavior is expected to not only meet but exceed these responsibilities in all contexts including on campus, in the (virtual) classroom, at practicum and internship sites, on Zoom, and in any meetings with faculty, staff, or fellow students and any place (e.g., conference) that the university and department are represented. The goal is to not only respect those they are in relationship with but to also exemplify the qualities of a socially responsible practitioner.

Below are specific guidelines for expectations around student concerns, complaints, and grievances.

Attendance

Attendance to scheduled class times, professional development and practicum seminars, and mandatory cohort and department meetings are a demonstration of professional decorum and commitment to the learning process. The university's *Adler Course Catalog* outlines specific attendance requirements for successful completion of the courses, which are reiterated in the course and seminar syllabi. Attendance **and being on time to class is an issue of professional comporment** and is grounds for a referral to the Student Development Committee.

Faculty has discretion over excused or unexcused absences following the *Adler Course Catalog* policy and excused absences require documentation (e.g., a doctor's note). Without documentation or approval, it is unexcused. You are also required to notify your faculty in advance of missed class or if you

will be late. This can be done via email or if provided by the faculty, by phone or text. Additionally, faculty have the discretion to levy a reduced grade if excessive tardiness adds up to two classes or five hours for a three-credit class, or two hours for a one-credit class. Missing more than that could result in failing the course, which is grounds for repeating the course, postponing practicum, extending the length of your program, or administrative withdrawal from the program. Students may not arrive late or leave class early to “see a client.” Students who demonstrate a pattern of tardiness or missing class will be referred to the Student Development Committee (SDC).

When students are in their clinical practicum, the departments will typically keep courses scheduled to Mondays and Thursdays for MCFT students and Wednesdays and Thursdays for CFTD students (with the exception of electives including the Certificate in Sex Therapy). This is so that students can maintain a clinical schedule at their practicum site. Please note that there may be instances where the department is not able to keep to this schedule due to instructor availability.

Students may not come to class late or leave class (or seminar) early to see clients. **Please schedule your clients with adequate travel time before and after class.**

Students cannot miss more than one practicum seminar in any one semester (summer 1 and 2 terms are considered one semester even if the student is in separate sections for each term).

Scheduled cohort meetings and the doctoral retreat are required as part of the self-of-the-therapist development of the student’s professional identity as a Couple and Family Therapist. These opportunities to come together with all core faculty and members of the cohorts is time to focus on social justice and our collective and relational development as socially responsible practitioners. Students who miss these mandatory experiences will be automatically referred to the Student Development Committee (SDC).

In summary, Adler University attendance policy dictates students can NOT miss more than the equivalent of two class meetings of curriculum and no more than ONE class meeting of practicum seminar.

Concerns

The Couple and Family Therapy Department encourages respectful and open communication among students, faculty, supervisors, and staff. All are asked to bring concerns directly to each other rather than voicing them first to another person in ways that could be perceived as “gossip.” This includes the forwarding or CC/BCCing of emails. BCCing emails is an equivalent of digital eavesdropping as well as it is counterintuitive to the goal of developing transparent and healthy relationships.

If students’ concerns cannot be resolved amongst themselves, participants are encouraged to consider an appropriate third person to involve. For example, if there is a specific concern regarding a fellow student in your class, contact the instructor and/or your faculty advisor. If there is a specific concern regarding a fellow student in your practicum seminar, contact the seminar supervisor and/or the Clinical Training Director. Additional resources can include the Department Chair, the Clinical Training Director, or Student Affairs.

Concerns about courses, instructors, practicum, etc., are recommended to first be addressed between the concerning parties. For example, if students have a concern regarding an assignment, they are encouraged to first go directly to their instructor. Grading policies, including grade corrections and grade

appeals, have specific guidelines described in the *Adler Course Catalog* and *Adler Student Handbook*, which are both available on the university website.

Students are encouraged to refer to these policies for guidance and support if they are not able to resolve the concern directly with the instructor or supervisor. Further, they are encouraged to consult with their faculty advisor or the Clinical Training Director or Department Chair if their faculty advisor is directly involved in the concern.

Additionally, there may be other invited opportunities for students to express concerns regarding the program or university at cohort, program, or department meetings, or through their ACFT student representatives at scheduled faculty meetings.

Complaints

Student complaints can be taken to the students' faculty advisor or to the Association of Couple and Family Therapy (ACFT) Student Group. ACFT serves as student governance within the department and representatives can bring any complaint to be addressed during bi-weekly department meetings. The core faculty determines if this is a complaint to be reviewed by the faculty as a whole or if it is better responded to by the Department Chair or Clinical Training Director as appropriate.

Nondiscrimination and anti-harassment policy and procedures are described in the *Adler Course Catalog* and the *Adler Student Handbook*, including detailed steps for students to follow to file a complaint.

Grievances

Policies and procedures for students to file grievances are included in the *Adler Course Catalog* (https://www.adler.edu/wp-content/uploads/2020/09/20-21Adler_Catalog.pdf).

If a student is unsure which path to take, the recommended first step is to confer with their faculty advisor. They can help guide the student develop a plan for response.

Academic Honesty

The Academic Honesty Policy is specifically detailed in the *Adler University Student Handbook* (<https://www.adler.edu/wp-content/uploads/2020/12/Adler-University-Handbook-2020-2021-Updated-Dec-20-.pdf>). Students are advised to familiarize themselves with the policies described within the *Adler University Student Handbook*, especially around academic honesty which includes a description of plagiarism.

Student Performance Reviews

The CFT program faculty review student progress through ongoing advisement meetings to ensure that students are on track academically and clinically. These periodic and scheduled reviews through faculty advising aid in monitoring students' progress to program completion, identifying students who are struggling either academically and/or clinically, or students who are struggling with school/life balance. From these advising meetings, remediation plans to facilitate academic and/or clinical growth can be developed. When necessary, student issues are also discussed at department meetings during closed

session to help provide both a global picture of the student and develop a consistent support plan across the department.

Depending on the concern, students may meet with their faculty advisor, the Clinical Training Director (as appropriate), be invited to a department meeting, referred to the Student Development Committee (SDC) at the department level, or referred to the Student Comprehensive Evaluation Committee (SCEC) at the university level. Information regarding these policies and procedures can be found in the *Adler Student Handbook* (<https://www.adler.edu/wp-content/uploads/2020/10/Adler-University-Handbook-2020-2021.pdf>). Information regarding the processes to remediate any clinical training issues in practicum and internship are in the *CFT Clinical Training Manual*.

Meetings and Retreats

CFT core faculty meet on a bi-weekly basis (2nd and 4th Tuesdays) to attend to department business including ongoing and scheduled review of the programs in maintenance of COAMFTE-accreditation and AASECT approval as an Organizational Provider II. This data is reviewed for continued and ongoing program improvement and indicated in the minutes.

Additionally, the CFT core faculty schedule one longer working meeting in the fall to specifically attend to this cycle of assessment, student review meetings at the end of fall and beginning of spring, and a faculty retreat in the spring or summer semester.

The **CFT Department Meeting** occurs once a year in the first weeks of the academic year during the fall semester and includes students from all programs and core faculty in the department, with the dual purpose of networking and disseminating information from our program improvement cycle. This meeting is mandatory for all students in coursework (PhD students on internship and dissertation are not required to attend). CST students and adjunct faculty are invited but not required to attend.

The **MCFT and CFTD programs** may have cohort meetings planned throughout the year at the discretion of the core faculty. Students will be notified with a minimum of one month notice and attendance will be mandatory.

In the case of a cohort meeting, it is essential that all members adhere to the following guidelines for constructive conversations:

- Everyone is expected to participate in their own unique way.
- No one dominates; all should self-monitor.
- Everyone has a turn to speak; one at a time.
- Everyone deserves to be heard. Listen to understand.
- Use “I” statements and speak for yourself from your own perspective.

As therapists in training, the expectation is that you:

- Engage in self-of-the-therapist exploration
- Self-soothe and breathe during difficult moments
- Tend to reactivity to remain present in the conversation
- Validate others
- Remain open and curious

- Challenge as an invitation to question
- Speak your truth without blame or judgment
- Avoid interruptions and side conversations

Some questions to ask yourself as you prepare for the cohort meetings/retreats are:

- What is your contribution in the current cohort dynamics?
- Where is your accountability and responsibility?
- How do you ask for what you need from your peers and faculty?
- How do you set boundaries?
- What is one thing that will make you hopeful for the cohort?

Should a cohort meeting be scheduled, the goal is developmental and are designed by core faculty to focus on our individual and collective identity as couple and family therapists. Priority across all cohort meetings is to attend to any relational or cohort concerns that have developed through the learning process.

This is not the time for questions or feedback about the curriculum or practicum. This is intentional space created to focus on our shared mission of social justice and desire to be on our journey to become socially responsible practitioners.

Students that move through either program on an extended schedule are required to attend cohort meetings first with their entering class (across their first year) and continuing with the cohort concurrent with their clinical practicum.

The ***CFTD program*** has an all-day annual retreat that is mandatory for all students in the advanced curriculum to attend (students on internship and dissertation are not required to attend) and includes all core faculty. This is scheduled by the core faculty and at least one month notice will be given to students as attendance is mandatory.

We ask that the above guidelines for constructive conversations are also followed at the doctoral retreat.

The cohort meetings and doctoral retreat are required as part of the self-of-the-therapist development of the student's professional identity as a couple and family therapist. Students who miss these mandatory experiences will be automatically referred to the Student Development Committee (SDC).

Other social events and professional development activities may be planned by the CFT Department, student groups, or Delta Kappa. The Couple and Family Therapy Department encourages students to consider joining other student groups offered across the campus.

Program Review Cycle

Professional Marriage and Family Therapy Principles

The Couple and Family Therapy Department determines competency of each of the programs (MCFT, CCFT, and CFTD) by maintaining equivalency to program-specific identified Professional Marriage and

Family Therapy Principles (PMFTPs; <https://coamfte.org/COAMFTE/Accreditation/PMFTP.aspx>). Each fall, the department reviews these principles as part of the program improvement cycle. For each of the programs, and as appropriate, different PMFTPs are focused on. They are:

AAMFT Core Competencies©	https://www.coamfte.org/Documents/COAMFTE/Accreditation%20Resources/MFT%20Core%20Competencies%20(December%202004).pdf
AAMFT Code of Ethics	https://www.aamft.org/Legal_Ethics/Code_of_Ethics.aspx
AMFTRB Examination Domains, Task Statements, and Knowledge Statements	https://amftrb.org/
Illinois MFT Licensure Laws	https://idfpr.illinois.gov/profs/marrfamtherapy.html

The CFT department also relies on the guidelines provided by the Commission on Accreditation for Marriage and Family Therapy Education (www.coamfte.org). COAMFTE is the accrediting body for the MCFT and CFTD programs. These programs go through regular renewals. Both programs have been renewed through May 1, 2028.

The Certificate in Sex Therapy will be reviewed on a bi-annual basis by the Program Director and adjunct faculty in concert with the Department Chair. As an AASECT-approved Organizational Provider II, this review cycle ensures that the curriculum maintains the required components for students to be eligible for application as a Certified Sex Therapist. Renewal of our status is on a biannual basis in the summer of odd years (i.e., 2025, etc.).

Communities of Interest

Communities of interest (COIs) are stakeholders of the program. These communities of interest are regularly surveyed as part of our program improvement cycle. The CFT Department at Adler University have determined the following stakeholders as our COIs for all programs:

1. Couple and Family Therapy (and Certificate in Sex Therapy Students)
2. Alumni
3. Employers
4. Faculty and Supervisors

Couple and Family Therapy Students. Students provide feedback through the described review process under advising, but they are also surveyed for their input to the program improvement cycle using the Noel-Levitz Survey, which is distributed bi-annually to all students across Adler University in the spring of even years. The CFT Student Satisfaction Survey is distributed in the years the Noel-Levitz is not (summer of odd years). Additionally, students provide feedback on the curriculum and teaching/learning practices through the course evaluations.

For each course, students are asked to fill out a mid-course evaluation that goes to the instructor and Department Chair. Instructors are expected to review this feedback in the ongoing improvement of both the content and delivery of the course through the remainder of the semester. At the end of each course, students are asked to fill out a course evaluation. The aggregated feedback from these end-of-course evaluations is used as both feedback for the instructor and for the Department Chair. The Department Chair considers the feedback in hiring decisions of adjunct faculty and as part of the annual Performance Appraisal Process of core faculty.

Additionally, the Department Chair (or designated person) completes Faculty Evaluations including Classroom Observations. These are typically done in the first semester of teaching in the department for faculty (core and adjunct), bi-annually in the spring of even years, or if the need arises.

Certificate in Sex Therapy Students. Students provide feedback through the described review process under advising, but they are also surveyed for their input to the program improvement cycle using the Noel-Levitz Survey, which is distributed bi-annually to all students across Adler University in the spring of even years. Additionally, students provide feedback on the curriculum and teaching/learning practices through the course evaluations.

For each course, students are asked to fill out a mid-course evaluation that goes to the instructor, Certificate Manager, and Department Chair. Instructors are expected to review this feedback in the ongoing improvement of both the content and delivery of the course through the remainder of the semester. At the end of each course, students are asked to fill out a course evaluation. The aggregated feedback from these end-of-course evaluations is used as both feedback for the instructor and for the Certificate Manager and Department Chair as this feedback is considered in hiring decisions of adjunct faculty and as part of the annual Performance Appraisal Process of core faculty.

Additionally, the Department Chair (or designated person) completes Faculty Evaluations including Classroom Observations. These are typically done in the first semester of teaching in the department for faculty (core and adjunct), bi-annually in the spring of even years, or if the need arises.

The Certificate in Sex Therapy program was created to specifically meet the requirements of AASECT.

Alumni. An Alumni Survey is distributed to all graduates from Adler University on an annual basis. Specific questions regarding the programs that alumni graduated from are included in the university survey. In compliance with COAMFTE accreditation standards, this survey is intended to gather information on the demonstrated achievements of graduates including, but not limited to, information on national (or state) licensing examination pass rates and job placement experiences.

We ask that alumni please fill this out accurately with updated information each time it is received and for each program they completed in the department. For CST students, this survey provides us with additional information to improve the program as well as provide updated information on achievements of graduates including certification. To distribute this, the Department Chair collects students' updated and non-Adler email address to utilize. Students are also able to maintain their Adler email after graduation. Discussion of responsibilities as an alumnus including review of the alumni survey is included in the final professional development seminar or course of each program.

Employers. In the context of the Alumni Survey, recipients are invited to provide contact information (i.e., email) for their employers (present and former) to answer a short (less than ten

minutes) Employer Satisfaction Survey. For the MCFT and CFTD, information gathered across these two surveys is used in preparation of the Annual Report, which will be submitted to COAMFTE to maintain accreditation. Additionally, feedback gathered helps inform the annual evaluation of the Program Goals and Student Learning Outcomes (v12). For the CST, this survey provides information not only for the program, but also for current students. This collected information contributes to the ongoing assessment of the curriculum and practicum experiences offered in the programs.

Faculty and supervisors. Faculty members include core and adjunct faculty and supervisors who are academically, professionally, and experientially qualified. These core and adjunct faculty members work in concert to provide a rich and diverse education and training experience for the student. Core faculty that are also AAMFT Approved Supervisors or Supervisor Candidates are practicum seminar instructors. Certificate in Sex Therapy faculty also hold the certification from AASECT as a Certified Sex Therapist. Adjunct faculty bios are available in Section VI.

Core Faculty Roles

Core faculty in the Couple and Family Therapy Department whose faculty roles include teaching, scholarship, service, and practice, are introduced below with updated bios:

Kristina S. Brown, PhD, LMFT, AAMFT Approved Supervisor

Department Chair, Professor, Core Faculty. Dr. Brown became a core faculty member at Adler University in Fall 2015 and had been core faculty at her previous institution since 2007, a role that included serving as Program Director from 2010 to 2015. She holds a Master of Arts in Marriage and Family Therapy from the University of San Diego (1999) and a Doctor of Philosophy in Marriage and Family Therapy from Syracuse University (2007). She is a Licensed Marital and Family Therapist in the state of Missouri with a license held previously in New York. She is an AAMFT Approved Supervisor with her current term expiring August 31, 2024. Dr. Brown has held leadership positions with the San Diego Chapter of MFT, the Ozark Chapter of MFT, the Missouri Association of MFT, the Illinois Association of MFT, and as a member of the Elections Council for AAMFT. Dr. Brown has been a Site Visitor for COAMFTE since 2013 and trained to be a Site Visit Chair in January 2016. She has also been on Site Visits for the Degree Quality Assurance Board (DQAB) in Canada. Dr. Brown has a strong history of over 50 regional, national, and international presentations including conferences with AAMFT, Collaborative Family Healthcare Association, Missouri Association of MFT, and has delivered over 80 units of continuing education. Dr. Brown is the Editor-in-Chief of the *Journal of Feminist Family Therapy* and Editor of the new *AAMFT Systemic Ethics Textbook*. Dr. Brown identifies as a feminist (social justice) qualitative researcher with a broad focus on the experiences of women across identities as represented in her publications. Her specific areas of interest are varied including the impact of COVID-19 on couples and families, sexual harassment (#metoo) in higher education, the experiences and treatment of endometriosis, infidelity, and other projects such as tattoos in academia.

Cadmona A. Hall, PhD, LMFT, FT, AAMFT Approved Supervisor

Professor, Core Faculty. Dr. Hall has been faculty at Adler University in the Couple & Family Therapy Department since Fall 2011. She holds a Master of Arts (2006) and Doctor of Philosophy (2008) in Marriage and Family Therapy from Syracuse University. Dr. Hall is a Licensed Marriage & Family Therapist in the states of Illinois and New York and an AAMFT Approved Supervisor, with her current term expiring in 2024. She is certified as a Fellow in Thanatology: Death, Dying, and Bereavement

through the Association for Death Education and Counseling. Dr. Hall is an experienced presenter with over thirty state, national, and international presentations. She has an expanding list of publication including articles published in top journals and is currently engaged in three research projects. Her professional areas of interest are bereavement within the family life cycle and social justice and diversity within family therapy. Dr. Hall has a private practice in Chicago working primarily with couples. She provides professional education and clinical trainings, related to bereavement and integrating social justice into clinical practice.

Marsha Vaughn, PhD, LMFT, AAMFT Approved Supervisor

Dr. Vaughn is a core faculty member at Adler, starting in the fall of 2019 after serving as adjunct faculty in 2017-2018. She holds both a Master's (Abilene Christian University, 1995) and Doctor of Philosophy (Texas Tech University, 1999) in Marriage and Family Therapy. She earned a Graduate Certificate in Advanced Quantitative Methods in Education from Northern Illinois University (2005). Dr. Vaughn completed a residency in Clinical Pastoral Education at Covenant Health System in Lubbock, Texas, and is a Certified Clinical Trauma Professional. She has been a Licensed Marriage and Family Therapist in Illinois since 2001 after gaining initial licensure in Texas. Her clinical and research interests include international family therapy and collaborating with NGOs, especially those supporting women and children. She has trained counselors and human services professionals in Zambia, Ghana, Kenya, and Peru. She has presented research at NCFR and ILCFR conferences as well as the Family Firm Institute national conference, the Family Enterprise Research Conference, and the Humanitarian Disaster Institute's Disaster Ministry Conference. She serves on the Board of Directors for Refuge for Women-Chicago, a residential aftercare program for women who have escaped human trafficking or sexual exploitation. She provides staff training and program evaluation for small nonprofits in the Chicago suburbs.

Karen Washington, PhD, LMFT, MEd, CST, AAMFT Approved Supervisor

Dr. Washington is a core faculty member at Adler University starting in Fall 2023. She previously taught as an adjunct from 2018-2020 and 2022-2023 at Adler University. She holds a Master of Arts in Marriage and Family Therapy (2012) and a Doctor of Philosophy in Couple and Family Therapy (2023) from Adler University. She holds a Master of Education in Human Sexuality (2020) from Widener University. Dr. Washington is a Licensed Marriage and Family Therapist in Illinois, where she continues to work as a certified sex therapist in a private group practice. She is also an AAMFT Approved Supervisor, with her current term expiring in March 2028. Dr. Washington is pursuing her AASECT Approved Supervisor certification, with an anticipated completion of 2024. Her clinical and scholarly areas focus on the integration of CFT and sexological topics, with several academic publications and state, national, and international conference presentations. She has several ongoing research projects. Dr. Washington currently sits on the Illinois Affiliation of Marriage and Family Therapists Board of Directors and the Society of Sex Therapy and Research Communications Committee.

Dara Winley, PhD, LMFT, AAMFT Approved Supervisor

Dr. Winley is a core faculty member at Adler starting Fall 2022 after serving as a Clinic Director at Northwestern University. Dr. Winley holds a Master of Arts (2012) and Doctor of Philosophy (2018) in Marriage and Family Therapy from Drexel University. Dr. Winley is a Licensed Marriage and Family Therapist in the state of Illinois and an AAMFT Approved Supervisor with her current term expiring in

2024. She is trained and delivers services in Attachment Based Family Therapy and Person of the Therapist training in which she taught with Dr. Harry Aponte. She is a certified instructor for Mental Health First Aide, which teaches people in the local community how to recognize signs of mental distress. Dr. Winley's clinical and research interests center around the person of the therapist and understanding attachment and family of origin experiences impacting couple relationships in Black couples. She works primarily with minority couples and families in her private practice in Chicago. Dr. Winley also provides professional education, clinical training, and workshops around her areas of expertise. She currently has a column in *Psychology Today* and *Therapy for Black Girls*.

Adjunct Faculty. Adjunct faculty at Adler University teach courses across the Couple and Family Therapy Department as needed. These faculty are vetted for their experiences as a Couple and Family Therapist, Certified Sex Therapists, and/or their content area expertise as determined by their assigned courses. The CFT Department requires that adjunct faculty in the MCFT and CFTD programs demonstrate their own professional identity as a Couple and Family Therapist through their degrees, licensure, or supervisor designation. For certain courses, the department may contract with an adjunct faculty who does not primarily identify as a Couple and Family Therapist but has demonstrated content area expertise in the course they will be teaching.

Adjunct Supervisors. Adjunct supervisors at Adler University who provide site supervision for CFT students in practicum must meet the state of Illinois's criteria to supervise an MFT (see Section 1283.25 Clinical Supervision of the Illinois Marriage and Family Therapy Licensing Act available at <https://www.ilga.gov/commission/jcar/admincode/068/068012830000250R.html> for a description of clinical supervisor requirements for MFTs in Illinois). Adjunct supervisors who may lead a Practicum Seminar (MCFT-601, 602, 603, 604, 605, or 606; CFTD-703, 704, 705) must be either an AAAMFT Approved Supervisor or Supervisor Candidate.

Service to the Department

The core faculty of the CFT Program serve in various roles of governance both across Adler as well as within the department as part of their commitment to service. Each academic year, faculty are appointed by the Executive Committee of the Faculty Council to campus based standing institutional committees as described in the *Faculty Handbook* and the *Faculty Constitution*. In the first department meeting, faculty are designated as Chairs for ad hoc department committees. As our department is smaller, all faculty serve on each committee, except for the Department Chair, who does not serve on SDC. Our CFT Curriculum and Diversity Committees are incorporated into our faculty meetings.

We have designated faculty roles for the student groups, Delta Kappa, Admissions, and the Student Development Committee:

Role	2023-2024
Adler CFT Student Group Mentor (ACFT)	TBD
Adler Society of Sexology Student Group Mentor (ASOS)	Dr. Washington
Admissions Chair	Dr. Brown
Delta Kappa Honor Society	Dr. Vaughn
Student Development Committee (SDC)	TBD

Faculty roles also include teaching, scholarship, and service as described in the individual bios previously included as well as featured on their individual faculty profiles on the Adler website.

Core and adjunct faculty as well as clinical supervisors share a commitment to social justice as evidenced across these roles and as consistent with both the program and university missions.

MCFT and CFTD Program Goals and Student Learning Outcomes

Data is collected from the program's communities of interest on a regular and ongoing basis following the below timeline:

Program Goals and Student Learning Outcomes - Annual Review Process

	Measurement	When Distributed	When Reviewed*
Program Goals	Alumni Survey	Spring Semester	Fall Semester
Student Learning Outcomes	SLOAP data	Collected Summer Semester	Fall Semester
Professional Marriage and Family Therapy Principles (PMFTR)	1. AAMFT Core Competencies© 2. AAMFT Code of Ethics 3. AMFTRB Examination Domains, Task Statements, and Knowledge Statements 4. Illinois MFT Licensure Laws *COAMFTE Manual on Accreditation	Available	Fall Semester
Communities of Interest			Fall Semester (data from the previous academic year and of the most recently graduated cohort) for curricular
Students	Student Course Evaluations Site Supervisor Evaluations Qualifying Exam Results Internship Evaluation Forms Professional Portfolio(s) Noel-Levitz Survey CFT Student Satisfaction Survey	Ongoing January and June MCFT-512 and CFTD-763 End of first and third semester MCFT-512 and CFTD-790 Annually – Even Spring Annually – Odd Spring	Spring Semester (data from current academic year) for clinical
Site Supervisors	Site Supervisor Surveys Internship Evaluation Form	Spring Semester End of first and third semester	Fall Semester Fall Semester
Employers	Employer Satisfaction Survey	Spring Semester	Fall Semester

Note. Each fall semester*, the CFT Core Faculty come together for a long meeting focusing on the cycle of assessment reviewing collected data included in this table.

This data is aggregated across courses and cohorts and made available to faculty during the review cycle for the dual purposes of continued program improvement and COAMFTE accreditation.

The CFT Department takes every effort to maintain confidentiality of specific data that might identify any student, faculty, supervisor, alumni, or employer. This data is aggregated through Adler University's Student Learning Outcomes Assessment Procedures (SLOAP). SLOAP is an institution-wide bi-annual assessment system that allows departments to specifically indicate the assessment measures and benchmarks to meet their program's goals and SLOs.

CST Program Goals

Data is collected from the Certificate in Sex Therapy's communities of interest on a regular and ongoing basis following the below timeline:

Program Goals and Student Learning Outcomes - Annual Review Process

	Measurement	When Distributed	When Reviewed*
Program Goals	Alumni Survey	Spring Semester	Fall Semester
American Association of Sexuality Educators, Counselors and Therapists (AASECT)	<ol style="list-style-type: none"> 1. AASECT Core Knowledge of Human Sexuality 2. AASECT Sex Therapy Training 3. AASECT Code of Ethics 4. AASECT SAR Requirements 	Available	Fall Semester
Communities of Interest			Fall Semester (data from the previous academic year and of the most recently graduated cohort)
Students	Student Course Evaluations Noel-Levitz Survey	Ongoing Annually – Even Spring	
Faculty	Curriculum Feedback	At the end of each semester	Fall Semester
Employers	Employer Satisfaction Survey	Spring Semester	Fall Semester

Note. Each fall semester*, the CST Certificate Manager and Department Chair come together to review the cycle of assessment including collected data as described in this table.

Student Achievement Data

Student achievement data for the MCFT and CFTD programs including graduation rates, national exam pass rates, and licensure rates are updated annually and available on each program's website as collected through the Alumni Survey and Employer Satisfaction Surveys. This data is aggregated in preparation for the Annual Reports due each January to COAMFTE and will be updated at that time across platforms.

Demographics information of current students is collected at orientation each fall and updated across the program websites to include incoming students. Demographic information for faculty and supervisors is collected during onboarding.

Tracking of student and alumni information for the Certificate in Sex Therapy is in progress.

Social Media and Student Business Cards for CFTs

The CFT Department requires that MCFT and CFTD students follow the *2015 AAMFT Code of Ethics*, specifically Standard IX regarding “Advertising” in representing themselves across social media sites like Facebook and Instagram, should they decide to include and promote their professional identity. (CST students are also required to follow the AASECT Code of Ethics.)

These guidelines are also essential when creating your email signature. For networking sites such as LinkedIn and Research Gate it is especially important that students consult the Ethics Code as well as their faculty advisor and/or Supervisor when choosing their title. For example, including the title, “Couple and Family Therapist” omits the important information of the students’ level of training and experience and could falsely represent themselves as more advanced than they are. Suggestions include, “MA in Couple and Family Therapy Student,” “Couple and Family Therapy Graduate Trainee,” “Couple and Family Therapy Practicum Student,” or “Couple and Family Therapy Intern.”

For doctoral students, the title of “PhD Candidate” is only earned after successfully passing the doctoral qualifying exam (DQE).

The CFT Department requests that students monitor their privacy settings across their social media presence as well as understand that faculty and supervisors – anyone in an evaluative position – may not “friend” them until that evaluative relationship has ceased and only then is it at the discretion of the faculty or supervisor and graduate.

Additionally, students are cautioned about posting about their practicum site and any other clinical information that has the potential to violate the client’s confidentiality. The following websites provide additional necessary information, guidelines, and caution around being a therapist in the age of social media (websites were retrieved and confirmed July 2019):

Ethical Framework for the Use of Social Media by Mental Health Professionals

<http://onlinetherapyinstitute.com/ethical-framework-for-the-use-of-social-media-by-mental-health-professionals/>

A Psychotherapist's Guide to Facebook and Twitter: Why Clinicians Should Give a Tweet!

by Keely Kolmes <https://www.psychotherapy.net/article/psychotherapists-guide-social-media>

Social Media Boundaries for Therapists by Rachel Pedersen

<https://simple.icouch.me/blog/social-media-boundaries-for-therapists>

Email Signatures for University, College and School Students

<https://newoldstamp.com/blog/email-signatures-for-university-college-and-school-students/>

How to Design the Best College Student Email Signature

<https://www.trulygeeky.com/college-student-email-signature/>

CFT students may decide to create a business card identifying themselves as a CFT student as they network and search for a job. This is especially useful when attending networking events such as conferences as well as specific events hosted by IAMFT. **CFT students may not use the Adler logo without specific permission.**

The CFT Department does not endorse any specific company but knows that other students have made their own cards using Avery Business Cards and/or ordered them through companies such as Vista Print.

The CFT Department does require that if a student decides to create a business card that they follow the *2015 AAMFT Code of Ethics*, Standard 9 regarding “Advertising.” Additionally, the department recommends formatting such as:

FirstName LastName, BA/BS	FirstName LastName, MA/MS
Masters Student	Doctoral Student
Couple and Family Therapy Department	Couple and Family Therapy Department
Adler University	Adler University
Email	Email
Phone Number	Phone Number

Here is an example for a MCFT student in clinical practicum:



Here are some resources:

What to Put on Your Business Card if You're a Student or Recent Grad

<https://www.findspark.com/business-cards-recent-grads/>

How to Make Savvy Student Business Cards

<https://www.internqueen.com/how-make-savvy-student-business-cards>

Some students may also create their own websites and are encouraged to consult with faculty advisors in these instances.

The CFT Department expects students to abide by the 2015 AAMFT Code of Ethics in how they represent themselves not only to the public, but also to family and friends.

CFT Department on LMS

The CFT Department has launched a group exclusively for current CFT students and faculty (core and adjunct) on LMS (Learning Management System). The goal is to use this group as a central location for all department members to distribute and share information as well as access necessary documents pertaining to the CFT Department for each program to be stored in the Files. Other documents for the Registrar and Student Accounts, for example, can be found on Adler Connect.

Section II: MASTER OF ARTS IN COUPLE AND FAMILY THERAPY PROGRAM

The COAMFTE-accredited Master of Arts in Couple and Family Therapy (MCFT) program is designed to prepare highly skilled therapists with specialized expertise in treating couples and families. Students are trained to view individuals, couples, and families from a systems perspective. The clinically intensive coursework and practicum experiences provide students with strong conceptual, assessment, treatment planning, and intervention skills based on the major models of couple and family therapy. Graduates of the program have the core professional identity as a Couple and Family Therapist (CFT) qualified for pre-clinical membership in the American Association for Marriage and Family Therapy (AAMFT).

Program Mission, Goals, and Student Learning Outcomes

The mission of the MCFT program is to train quality Couple/Marriage and Family therapists firmly grounded in systemic theories who are culturally competent and socially responsible. Underlying the training philosophy of the Couple and Family Therapy Department are vital core values including (a) the notion that change takes place in the context of relationship, (b) systemic thinking, (c) openness to diversity, (d) sensitivity to cultural context, (e) CFT professional identity, (f) commitment to clinical excellence, and (g) social responsibility. These are achieved through a commitment to our Program Goals and Student Learning Outcomes:

PROGRAM GOALS

1. To develop a clear professional identity as an ethical Couple and Family Therapist.
2. To train students with a systemic worldview in their work as a Couple and Family Therapist.
3. To graduate socially responsible professional Couple and Family Therapists sensitive to social justice and diversity.

STUDENT LEARNING OUTCOMES

1. To understand and apply systems, modern, and postmodern Couple and Family Therapy theories.
2. To assess ethical, legal, and professional issues related to clinical practice.
3. To demonstrate cultural competency in practicing Couple and Family Therapy with diverse populations.
4. To display proficiency in clinical skills in the practice of Couple and Family Therapy.
5. To demonstrate knowledge of Adlerian principles that complement systemic work with couples, families, and individuals.
6. To illustrate knowledge and integration of Couple and Family Therapy research.
7. To describe, understand, and identify issues of social justice, social responsibility, and oppression with couples and families.
8. To establish a clear professional identity as an entry-level Couple and Family Therapist.

These are available on the program's website as well as the Student Learning Outcomes are included on each syllabus throughout the program. Each academic and clinical requirement and experience is designed to support students in achieving competence across the Student Learning Outcomes which are directly tied to Adler University's Broad Learning Outcomes.

Racial and Gender Composition of the MCFT Program

The Couple and Family Therapy Department at Adler University is committed to diversity as part of their mission. A snapshot of the composition of faculty (core and adjunct), supervisors (core and site), and students in the MCFT program is available on the program's website. This information is updated each fall after new student information is gathered at orientation. The CFT Department would like to note that core and adjunct faculty and supervisors are shared across the programs.

MCFT Curriculum

The following list of courses are required to complete the MA in Couple and Family Therapy for students entering the program in Fall 2022. For any program differences and specific sequence, please refer to the Academic Advisement Sheet (AAS) for the year in which the student matriculated into the program, which is available on Adler Connect.

Students are required to consult with their faculty advisor to confirm course selections prior to registration for each semester. Students will be unable to register without specific approval from their faculty advisor which could potentially cause the student to incur late fees.

Degree Requirements

Course are listed under the categories of Foundational Curricular Areas (FCA) as outlined by the COAMFTE Accreditation Standards Version 12:

FCA 1: Foundations of Relational/Systemic Practice, Theories & Models - 9 area credits/9 program credits

*MCFT-651: Assessment and Treatment Planning with Individual and Family Systems (3 credits)

*MCFT-662: Overview of Modern Approaches to Couple and Family Therapy (4 credits)

*MCFT-650: Overview of Post-Modern Approaches to Couple and Family Therapy (2 credits)

FCA 2: Clinical Treatment with Individuals, Couples and Families - 9 area credits/18 program credits

*MCFT-572: Basic Skills of Therapy for CFTs (3 credits)

MCFT-670: Family Therapy with Children and Adolescents (3 credits)

MCFT-655: Intimate Relationships: Theory and Techniques (3 credits)

FCA 3: Diverse, Multicultural and/or Underserved Communities - 3 area credits/21 program credits

MCFT-660: Culture and Diversity in Couple and Family Therapy (3 credits)

FCA 4: Research & Evaluation - 3 area credits/24 program credits

MCFT-597: Research Methods (3 credits)

FCA 5: Professional identity, Law, Ethics & Social Responsibility - 6 area credits/30 program credits

*MCFT-505: Systemic Ethics (3 credits)

*MCFT-510: Professional Development Seminar (1 credit)

MCFT-600: CFT Professional Identity and Practicum Seminar (1 credit)

MCFT-512: CFT Professional Identity Seminar and Capstone Project (1 credit)

FCA 6: Biopsychosocial Health & Development across the Life Span - 3 area credits/33 program credits
MCFT-654: Individual Life Span and the Family Life Cycle (3 credits)

FCA 7: Systemic/Relational Assessment & Mental Health Diagnosis & Treatment - 3 area credits/36 program credits
MCFT-647: Biopsychosocial Bases of Health and Dysfunction for CFTs (3 credits)

FCA8: Contemporary Issues - 8 area credits/44 program credits
MCFT-537: Group Psychotherapy (2 credits)
MCFT-538: Introduction to Addictive Disorders (3 credits)
MCFT-653: The Clinical Practice of Sex Therapy (3 credits)

FCA9: Community Intersections & Collaboration -4 area credits/48 program credits
SJP-513: Social Justice Practicum I (1 credit)
SJP-514: Social Justice Practicum II (1 credit)
MCFT-533: Adlerian Theory and Practice in CFT (2 credits)

**Electives courses totaling 3 credits (51 program credits) are selected by the student from an expansive list highlighting any of the foundational curricular areas.

Foundational Practice Component - 9 area credits/60 program credits
MCFT-603: CFT Practicum and Practicum Seminar I (3 credits)
MCFT-604: CFT Practicum and Practicum Seminar II (3 credits)
MCFT-605: CFT Practicum and Practicum Seminar III (3 credits)
(NOTE: Students who start clinical practicum prior to their second fall will register for MCFT-601 and MCFT-602 in each summer **instead** of MCFT-605 – both paths are a total of nine credits.)

* = These courses are pre-requisites to beginning practicum. Students who do not earn a “B” or better in these courses must re-take them, postponing the start of practicum.

The CFT Department’s goal is to offer MCFT-870, the Study Abroad opportunity, on an annual basis (this was not possible in 2019-2020 due to the coronavirus and we anticipate the same restrictions for international travel for 2020-2021). Professor, location of travel, and the semester may vary each academic year. If there is insufficient student interest to support the course, it may be cancelled.

The total hours required to complete this program is 60 credits. The curriculum has been designed to meet both the licensing requirements of the state of Illinois as well as the accreditation requirements of the COAMFTE.

Total Credit Hours Required = 60

Continuous enrollment in Practicum and Practicum Seminar is required until all necessary clinical hours for degree conferral are completed. This may cause a completed program to exceed 60 credits.

****Electives:**

CFTD-681: CFT Special Topic I	1 cr.
CFTD-682: CFT Special Topic II	2 cr.
CFTD-683: CFT Special Topic III	3 cr.
CFTD-728: Divorce Mediation and Conflict Resolution with Couples	3 cr.
CFTD-729: Sex Therapy: Theory and Techniques	3 cr.
CFTD-732: Integration of Religion and Spirituality in CFT	3 cr.
CFTD-735: LGBTQ Competent Therapy with Couples and Families	3 cr.
CFTD-736: Medical Family Therapy	3 cr.
CFTD-738: Gerontology Issues in Family Therapy	3 cr.
CFTD-789: Creative Interventions with Couples and Families	1 cr.
CFTD-802: hooks & Hardy	1 cr.
CFTD-804: Emotionally-focused Therapy	2 cr.
CFTD-805: Divorce	1 cr.
CFTD-807: Infidelity	1 cr.
CFTD-811: Pop-culture and Couple & Family Therapy	1 cr.
CFTD-815: Consensus Rorschach	1 cr.
CFTD-817: Body Image	1 cr.
CFTD-821: Private Practice	1 cr.
CFTD-825: Working with Families with Children with Special Needs	1 cr.
CFTD-827: How to Publish in the Field of Mental Health	1 cr.
CFTD-831: Becoming A Kink-Aware Professional: An Exploration of Kink and BDSM	1 cr.
CFTD-837: Introduction to Consensual Nonmonogamy	1 cr.
CFTD-841: Men's Mental Health	1 cr.
CFTD-861: Introduction to Mediation for Couples and Families	1 cr.
CFTD-863: Clinical Risk Management: Suicide in Couples and Families	1 cr.
CFTD-870: International Immersion and Cross-Cultural Studies	3 cr.
CFTD-871: CFT Research Application	3 cr.

Previously and currently offered examples of CFT Special Topics and Study Abroad:

Feminist Family Therapy

Nature-Based Therapy

Margins to Center: Developing a Professional Identity as a Therapist of Color

Summer of 2019 – Floating Doctors in Bocas del Toro, Panama

Summer of 2020 (Postponed due to COVID-19) – Pan Africa Christian University in Nairobi, Kenya

Summer of 2022 - Paz y Esperanza in Lima, Peru

Summer of 2024 – Exploring the Rainbow: Berlin, Germany

Completion of the MCFT Degree

The MCFT program is intended to be completed in two (2) years of full-time graduate studies. Students may take up to five (5) years to complete the degree requirements. Students work with the Department Chair and their admissions counselor prior to matriculation to develop a plan and consult with their faculty advisor throughout their program of study.

The mission of the MCFT program is to train quality Couple/Marriage and Family Therapists firmly grounded in systemic theories who are culturally competent and socially responsible. To bring the curriculum, social justice practicum, and clinical practicum together, the CFT program attends to self-of-the-therapist growth and development throughout the curriculum in the following sequence:

In a two-year program, students will do:

Orientation -> 510 -> 660 -> 537 -> 600 -> Practicum Seminars -> 512 -> Capstone Project

In an extended program, students will typically do orientation -> 510 -> 660 in their first year and 537 and 600 in the summer of their second year immediately prior to starting practicum 603/604/605 -> 512 in the third year. The student's faculty advisor will develop this path with the student.

Because of this, students may not transfer in any of these courses. If a student has a diversity course equivalent to MCFT-660 they may transfer it into the program (see the *Adler Course Catalog* for requirements) to fill the elective requirement (3 credits) and are required to still take MCFT-660.

Students who begin their practicum before the first day of the fall semester will register for MCFT-601 (1 credit) and then MCFT-603 in fall and MCFT-604 in spring. In summer, they will register for MCFT-602 (2 credits) instead of MCFT-605. This path is illustrated below. All students are required to take nine (9) credits of practicum and practicum seminar. By starting early, students will not be penalized and must register for additional credits in order to receive AAMFT Approved Supervision in each week they are seeing clients. This is to both confirm this COAMFTE requirement as well as to provide students with liability insurance.

	Year One		Year Two				Total Credits
	Summer I	Summer II	Fall	Spring	Summer I	Summer II	
Practicum starts before day one of fall, year 2	MCFT-600	MCFT-601	MCFT-603	MCFT-604	MCFT-602		=9 credits
Practicum starts on or after day one of fall, year 2					MCFT-605		

Figure 1. Registration for Clinical Practicum Dependent on Start Date

Transfer of Credit for MCFT Coursework

The policies related to Transfer Credit can be found in the *Adler Course Catalog* (https://www.adler.edu/wp-content/uploads/2020/09/20-21Adler_Catalog.pdf).

Graduation Requirements for the MCFT Program

MCFT students are required to complete the curriculum, the practicum requirements (Social Justice and Clinical), and the Capstone Project (MAQE and Professional Portfolio) to be eligible for degree conferral. Degree conferral occurs at the end of fall and spring semester and at the end of summer I and summer II terms in the summer semester. The detailed policies related to graduation requirements for the MCFT

program can be found in the *Adler Course Catalog*. Once your degree is conferred, you may add “MA” or M.A.” to your credentials.

Participation in Commencement

To participate in commencement, MCFT students must meet the following requirements:

- a. Successful completion of the Capstone Project (i.e., Professional Portfolio and MAQE) before the scheduled commencement.
- b. Successful completion of 70% of the clinical practicum hours requirement (client contact and supervision) including 70% of the relational hours requirement completed prior to the fall semester in which commencement occurs. Additionally, students will have to have a written plan submitted to the Clinical Training Director for successfully completing the remaining hours.

Registrar will email and post information about graduation applications on Adler Connect. If you anticipate meeting the above requirements, it is advised that it is better to submit your application and defer than to submit your application late. Please talk about this more specifically with your faculty advisor.

Don't forget to wear your Delta Kappa honor cords! And, if applicable, your study abroad cords and/or Certificate in Sex Therapy cords!

During commencement, you will cross the stage and be hooded by the Department Chair. It is optional and your choice if you want to shake hands or hug.

Traditionally, the graduates and core faculty gather after the commencement to take group photos in their regalia immediately following the ceremony.

Social Justice Practicum

In keeping with the mission of the university, the Social Justice Practicum (SJP) is a requirement of the institution. All students at Adler are required to complete two (2) semesters (in the fall and spring of their first year) of Social Justice Practicum including 200 hours of service and monthly trainings. This is a requirement of all students at Adler and is completed during either the MA or PhD. This opportunity is coordinated through the Center for Civic Learning and Community Action. The completed SJP experience is a pre-requisite to clinical practicum.

Details regarding Adler University's required Social Justice Practicum are available to students online at <http://communityengagementadler.info/>.

MCFT Clinical Practicum

The clinical practicum is a vital part of training at Adler University. Providing therapy for couples, families, and individuals while under close supervision is the primary path that transforms Couple and Family Therapy (CFT) students into strong entry-level therapists. Detailed information is available in the *CFT Clinical Training Manual*.

Capstone Project

The Capstone Project required of all MCFT students consists of two parts: the Master of Arts Qualifying Exam (MAQE) and the Professional Portfolio. The Capstone Project is used as part of the evaluation of students' competencies across the programs eight Student Learning Outcomes and is completed within MCFT-512. Students only receive credit (CR) for the course once they have successfully completed and passed all parts of the Capstone Project.

Part I: Master of Arts Qualifying Exam (MAQE)

The MAQE is the culmination of students' training in the CFT Program at Adler University and an evaluation of the students' competencies on the program's Student Learning Outcomes (SLOs) 1 through 8.

The MAQE is a four-hour timed exam consisting of 180 multiple-choice questions. Students take an official practice exam and then have three opportunities to take the exam in MCFT-512 (in Summer I) and in Summer II. Students sign an Honor Statement provided in MCFT-512 and can take the exam from any location with access to the internet.

NOTE: Students who pass the MAQE during the practice exam window will have their score recorded as having passed and do not need to take it again!

Results will be provided immediately and 75% is passing. You will also receive feedback on areas of strengths and weaknesses of your exam score. Typically, 10% of students pass on the first attempt and 80% pass on the second attempt. It is highly recommended that students plan and prepare to be available to take all three attempts. If students pass on the first attempt, it is recommended they take advantage of the other two (2) exam opportunities as practice for the licensing exam.

Remediation. If students do not pass the exam within the semester they are enrolled, remediation will occur depending on the students' scores on the first three (3) exams.

If students have shown continued improvement with each exam and their third score is within 10% of passing, i.e., above 65%, students will be able to continue to take the exam until they pass. The following steps must be taken:

1. Students may not re-take the exam any sooner than two (2) calendar weeks apart with a maximum of two (2) more opportunities.
2. Students must submit a narrative of the preparation for the exam they had done, and their detailed plans to prepare for the retake. This can be provided to the Department Chair via email.
3. Students will have until the end of the semester in which they are registered to pass the exam.

If students are not able to pass the exam within the semester, they will receive a "no credit" (NC) for MCFT-512 and re-register for MCFT-512 in the following semester postponing degree conferral.

If the student has not had a score of 65% or higher on their three (3) attempts, they will receive a "no credit" (NC) for MCFT-512 and re-register for MCFT-512 in the following semester postponing degree conferral and retaking the exam in the fall.

Online Workshop. As part of the MAQE, students have access to an online prep course that students can work through at their own pace.

Exam. The MAQE is a **COMPREHENSIVE** exam used to measure a student's competency across the program's Student Learning Outcomes, specifically SLOs 1 through 7. Preparation for the exam should parallel how students might prepare for the national licensing exam provided by the Association of Marital and Family Therapy Regulatory Boards (AMFTRB) which tests students across six (6) domains:

Domain 01 The Practice of Systemic Therapy

Tasks related to incorporating systemic theory and perspectives into practice activities and establishing and maintaining ongoing therapeutic relationships with the client system.

Domain 02 Assessing, Hypothesizing, and Diagnosing

Tasks related to assessing the various dimensions of the client system, forming and reformulating hypotheses, and diagnosing the client system in order to guide therapeutic activities.

Domain 03 Designing and Conducting Treatment

Tasks related to developing and implementing interventions with the client system.

Domain 04 Evaluating Ongoing Process and Terminating Treatment

Tasks related to continuously evaluating the therapeutic process and incorporating feedback into the course of treatment, as well as planning for termination.

Domain 05 Managing Crisis Situations

Tasks related to assessing and managing emergency situations and intervening when clinically indicated and/or legally mandated.

Domain 06 Maintaining Ethical, Legal, and Professional Standards

Tasks related to ongoing adherence to legal and ethical codes and treatment agreements, maintaining competency in the field, and professionalism.

These domains are from the AMFTRB's website at <https://amftrb.org/mft-exam/exam-info/> and additional information can be found there.

Part II: Professional Portfolio

Requirements will be address in MCFT-510 and reviewed and submitted in MCFT-512.

MCFT + Certificate in Sex Therapy

- The MCFT is **60 credits** plus the CST is **10 credits** for a total of **70 credits** to complete both.
- The MCFT program requires three credits of electives.
- The CST is pre-approved to meet the elective requirements of the MCFT.
- Degree students are charged tuition for the courses at the rate of their degree program.
- The MCFT has a required three-credit class (MCFT-653) on sex therapy. Students who have officially added the CST using the "Add Certificate" form and submitting it to the Registrar, do not have to take this three-credit class as the content is overlapping.
- (Students who do NOT do the certificate, must take MCFT-653. If you have taken SEX-691 as an elective, you still must take MCFT-653.)

- Students in the CST then have six credits (three elective plus the three credits for MCFT-653) to “use” from their MCFT for the certificate.
- Students receiving financial aid for the MCFT and CST are supported to complete a total of 70 credits because the certificate has been officially added to your program of study.
- Because of the overlap and the pre-approval of the department, you can complete both in a total of 64 credits as students may use all six credits of electives towards the certificate.
- If students want to take one/some of the department’s other (amazing!) electives, they can complete both with up to a total of 70 credits. For example:
 - o Student A really wants to do the Study Abroad (or fill this in with any elective(s)) and the certificate. They would do a total of 67 credits.
 - o Student B just wants to do the degree and the certificate counting the certificate also as their electives and not taking any other classes. They would do a total of 64 credits.
 - o Student C wants to take all the electives they can and do the certificate. They would be able to select six credits of electives as well as the certificate. They would do a total of 70 credits.

Section III: Doctor of Philosophy in Couple and Family Therapy

Adler University approved the creation of a Doctorate of Couple and Family Therapy (DCFT) program in Fall 2012 with a launch date of Fall 2014. The first cohort in the DCFT program began in September 2014. In October 2015, the core faculty voted to shift the doctorate from a DCFT to a PhD because the established degree requirements were consistent with other PhDs in the field, including required research and the completion of a dissertation. This shift has been approved by the Board of Adler University, the Illinois Board of Higher Education, and the Higher Learning Commission (HLC). With the approval of this change, **the acronym for the doctorate, PhD, is now “CFTD.”**

The CFTD program primarily focuses on training advanced clinicians consistent with Adler University’s three (3) broad learning outcomes:

- I. Practitioner-Scholar,
- II. Integration of Science and Practice, and
- III. Socially Responsible Practice,

as well as preparing graduates for careers in research and academia. Designed for experienced clinicians as well as recent graduates of master’s degree clinical programs, the Doctor of Philosophy (PhD) in Couple and Family Therapy (CFTD) emphasizes excellence in clinical practice, training students to apply empirically based knowledge, research, and techniques to therapy, training, and clinical supervision.

Graduates of the program are positioned to make significant contributions to the practice of CFT through supervision, education, leadership, and scholarly work. In addition to their academic work in social justice, diversity, and multicultural contexts, doctoral students get hands-on experience through their Social Justice Practicum and by providing therapy, clinical supervision, and advocacy in clinical settings that work with underserved and marginalized individuals, couples, and families.

Program Mission, Goals, and Student Learning Outcomes

The mission of the CFTD program is to prepare professionals with the core identity of Couple and Family Therapists, including attainment of advanced skills in research, theory, and application of a systemic framework and identity, including an ethical consciousness, cultural competence, and social responsibility. Underlying the training philosophy of the Couple and Family Therapy Department are vital core values including (a) the notion that change takes place in the context of relationship, (b) systemic thinking, (c) openness to diversity, (d) sensitivity to cultural context, (e) CFT professional identity, (f) commitment to clinical excellence including ethical knowledge and behavior, and (g) social responsibility. These are achieved through a commitment to our Program Goals and Student Learning Outcomes.

PROGRAM GOALS

1. To develop a clear professional identity as an ethical Couple and Family Therapist with advanced training, knowledge, and experience.
2. To train students with a culturally competent systemic worldview in their work as a Couple and Family Therapist across academic, clinical, research, and supervision settings.
3. To graduate socially responsible professional Couple and Family Therapists sensitive to social justice and diversity.

STUDENT LEARNING OUTCOMES

1. To understand and apply advanced knowledge of systems, modern, and postmodern Couple and Family Therapy theories.
2. To demonstrate cultural competency with diverse populations in the advanced practice as a Couple and Family Therapist across academic, clinical, research, and supervision settings.
3. To demonstrate knowledge of Adlerian principles that can complement systemic work with couples, families, and individuals.
4. To demonstrate advanced application in clinical and supervision skills in the practice of Couple and Family Therapy with specific training in grief, loss, and trauma.
5. To exemplify doctoral-level knowledge, skill, and integration of research in the field of Couple and Family Therapy.
6. To demonstrate sensitivity and knowledge in application of social justice, social responsibility, and oppression with couples and families.
7. To establish a clear professional identity including an ethical consciousness as a Couple and Family Therapist with advanced training in preparation to serve the profession.

The program's mission, goals, outcomes, and curriculum substantially reflect the Professional Marriage and Family Therapy Principles (PMFTPs). The PMFTPs applicable and relevant to the CFTD program are reflect the admissions standards that students in the CFTD program should have a master's degree in the field or a clinical master's degree in a related field with the requirement to take the relevant master's courses to prepare them for the doctoral curriculum.

The **Marriage and Family Therapy Core Competencies**® identified for doctoral students are primarily perceptual, executive, evaluative, and professional. These students also have a level of familiarity and knowledge with the current **AAMFT Code of Ethics** for practice, while the CFTD program focuses more specifically on Standards IV and V as graduates are preparing for future possible positions in academia (students and supervisees in Standard IV) and research (in Standard V).

Students with a master's in the field have sufficient exposure to the **AMFTRB Examination Domains, Task Statements, and Knowledge Statements** in preparation for the licensing exam and have already met the **relevant state licensing regulations** for education for Illinois. These students are encouraged to use the practicum and internship requirements of the CFTD to meet the licensure requirements for clinical work and supervision.

Students who are required to "level up" take coursework based on the requirements for licensure as an LMFT (see the Academic Advisement Sheet) and the required foundational courses for the degree as evaluated during the admissions process. Students from other disciplines such as counseling, art therapy, or social work will typically add CFTD-719: Systemic Theories Overview and CFTD-701: Couple and Family Therapy Ethics in the fall and spring semesters of their first year.

Racial and Gender Composition of the CFTD Program

The Couple and Family Therapy Department at Adler University is committed to diversity as part of their mission. A snapshot of the composition of faculty (core and adjunct), supervisors (core and site), and students in the CFTD program is available on the program's website. This information is updated each

fall after new student information is gathered at orientation. The CFT Department would like to note that core and adjunct faculty and supervisors are shared across the programs.

PhD in Couple and Family Therapy Professional Portfolio

Requirements will be address in CFTD-750 and reviewed and submitted in CFTD-709.

CFTD Curriculum

The following list of courses is required for degree completion of the PhD in Couple and Family Therapy. This sequence ensures students are engaged in a thoughtful sequence of courses that prepares them for the different degree requirements. Students are required to consult with their faculty advisor to confirm course selections including electives or the addition of the Certificate in Sex Therapy (see Section V of this handbook) prior to registration for each semester.

The CFTD program is a full-time program to be completed in four (4) years and no longer than seven (7) years. If students wish to adjust their timeline to less than full-time, they can work with their faculty advisor to do so.

With support of their dissertation chair and approval of the Department Chair, students may finish the PhD in three (3) years by completing the dissertation and internship concurrently.

For any program differences and specific sequence variations, please refer to the Academic Advisement Sheet (AAS) for the year in which the student matriculated into the program.

Degree Requirements

Courses are listed under the categories of Advanced Curricular Areas (ACA) as outlined by the COAMFTE Accreditation Standards Version 12:

ACA 1: Advanced Research – 13 area credits/13 program credits

CFTD-740: CFT Qualitative Research Methods	3 cr.
CFTD-742: CFT Quantitative Research Methods	3 cr.
CFTD-741: CFT Statistics	3 cr.
CFTD-743: CFT Qualitative Data Analysis	3 cr.
CFTD-788: Grant Writing	1 cr.

ACA 2: Advanced Relational/Systemic Clinical Theory – 18 area credits/31 program credits

CFTD-720: Advanced CFT Theory I	4 cr.
CFTD-721: Advanced CFT Theory II	2 cr.
CFTD-722: Advanced Couples Therapy	3 cr.
CFTD-724: Advanced Family Therapy with Children and Adolescents	3 cr.
CFTD-725: Grief and Loss Through the Family Life Cycle	3 cr.
CFTD-726: Trauma and the Family System	3 cr.

ACA 3 Advanced Relational/Systemic Applications to Contemporary Challenges

CFTD-730: Diversity & Social Justice: Issues of Equity and Acceptance	3 cr.
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ACA 4: Advanced Foundations of Relational/Systemic Teaching, Supervision, Consultation and/or Leadership

CFTD-745: Supervision of Couple and Family Therapists	2 cr.
CFTD-750: Professional Development Seminar I	1 cr.
CFTD-790: Professional Development Seminar II	1 cr.

Plus 9 credits of electives* that specifically meet both/either Advanced Curriculum Areas 3 and 4 - 16 area credits/47 program credits

Advanced Practical Experience (Practicum, Doctoral Qualifying Exam, Internship and Dissertation) - 16 area credits/63 program credits

CFTD-703: CFT Practicum – Clinical Practicum and Seminar I	3 cr.
CFTD-704: CFT Practicum – Clinical Practicum and Seminar II	3 cr.
CFTD-705: CFT Practicum – Clinical Practicum and Seminar II	2 cr.
CFTD-763: Doctoral Qualifying Exam	FEE
CFTD-865: CFT Doctoral Internship I	1 cr.
CFTD-866: CFT Doctoral Internship II	1 cr.
CFTD-867: CFT Doctoral Internship III	1 cr.
CFTD-875: CFT Dissertation Prep Seminar	1 cr.
CFTD-862: Dissertation Literature Review	1 cr.
CFTD-876: CFT Dissertation I and Proposal Defense	1 cr.
CFTD-877: CFT Dissertation II	1 cr.
CFTD-878: CFT Dissertation III and Oral Defense	1 cr.

***PhD Electives:**

CFTD-681: CFT Special Topic I	1 cr.
CFTD-682: CFT Special Topic II	2 cr.
CFTD-683: CFT Special Topic III	3 cr.
CFTD-728: Divorce Mediation and Conflict Resolution with Couples	3 cr.
CFTD-729: Sex Therapy: Theory and Techniques	3 cr.
CFTD-732: Integration of Religion and Spirituality in CFT	3 cr.
CFTD-735: LGBTQ Competent Therapy with Couples and Families	3 cr.
CFTD-736: Medical Family Therapy	3 cr.
CFTD-738: Gerontology Issues in Family Therapy	3 cr.
CFTD-746: CFT Supervision of Supervision I	1 cr.
CFTD-747: CFT Supervision of Supervision II	1 cr.
CFTD-748: CFT Supervision of Supervision III	1 cr.
CFTD-789: Creative Interventions with Couples and Families	1 cr.
CFTD-802: hooks & Hardy	1 cr.
CFTD-804: Adult Attachment Theory	2 cr.
CFTD-805: Divorce	1 cr.
CFTD-807: Infidelity	1 cr.
CFTD-811: Pop-culture and Couple & Family Therapy	1 cr.
CFTD-815: Consensus Rorschach	1 cr.
CFTD-817: Body Image	1 cr.
CFTD-821: Private Practice	1 cr.
CFTD-825: Working with Families with Children with Special Needs	1 cr.

CFTD-827: How to Publish in the Field of Mental Health	1 cr.
CFTD-831: Becoming A Kink-Aware Professional: An Exploration of Kink and BDSM	1 cr.
CFTD-837: Introduction to Consensual Nonmonogamy	1 cr.
CFTD-841: Men’s Mental Health	1 cr.
CFTD-861: Introduction to Mediation for Couples and Families	1 cr.
CFTD-863: Clinical Risk Management: Suicide in Couples and Families	1 cr.
CFTD-870: International Immersion and Cross-Cultural Studies	3 cr.
CFTD-871: CFT Research Application	3 cr.

Total Credits Required for Two Years of Advanced Curriculum and Practical Experiences: **63**

Transferred and/or Requisite Credits: **39**

Total Credit Hours Required: **102**

Due to the limited size of entering cohorts, courses listed under ACA1 and ACA2 (with the exception of CFTD-720 and 721) are offered every other year, while courses listed under ACA3 and ACA4 are typically offered in each academic year.

*Electives in the PhD program are continuously being developed to meet the needs and interests of current students. All CFT students are surveyed by the Department Chair each spring to schedule electives with courses being offered no more frequently than every other year.

Course descriptions of PhD electives are available in the *Adler Course Catalog*.

Occasionally, current events or training needs arise with newly developed opportunities for students which will then be scheduled using CFTD-681, 682, or 683 depending on the number of credits of the elective.

Previously and currently offered examples of CFT Special Topics and Study Abroad:

Feminist Family Therapy
Nature-Based Therapy
Margins to Center: Developing a Professional Identity as a Therapist of Color

Summer of 2019 – Floating Doctors in Bocas del Toro, Panama
Summer of 2020 (Postponed due to COVID-19) – Pan Africa Christian University in Nairobi, Kenya
Summer of 2022 - Paz y Esperanza in Lima, Peru
Summer of 2024 – Exploring the Rainbow: Berlin, Germany

Requisite Credits for the CFTD Program

Accepted students utilize up to 39 credits from their master’s degree program in Marriage and Family Therapy, Couple and Family Therapy, or Medical Family Therapy as requisites for the doctoral program. Students who have a degree in a related clinical program may also receive credits from their graduate work but will be required to take the requisite MCFT courses in the first year of their doctoral program.

Each student's transcripts and syllabi will be evaluated on an individual basis in reference to the requirements for licensure as an LMFT in the state of Illinois, which is equivalent to the expected completed curriculum that all CFTD students bring to the program or will complete in their first year. Additionally, this review confirms the successful completion of foundational curricular areas (COAMFTE v12).

Only courses with a grade of "B" or better will be approved. This evaluation is done for the sole purposes of the degree requirements for the PhD and does not at all reflect the state's evaluation for licensure. Students graduating from a COAMFTE-accredited master's degree will automatically meet the 39-credit requisite. CFTD students who did not complete their master's degree at Adler must take the following courses in their first year:

- MCFT-533 Adlerian Theory and Practice in CFT 2 credits
- SJP-513 Social Justice Practicum I 1 credit
- SJP-514 Social Justice Practicum II 1 credit

The Social Justice Practicum must be completed prior to the start of clinical practicum.

Doctoral Retreats

The doctoral program hosts doctoral retreats each fall. This day long retreat includes doctoral students and CFT core faculty and is mandatory for CFTD students enrolled in coursework (advanced curriculum areas) to attend. Students in dissertation and/or on internship or are completing electives during these degree requirements are not required to attend. The date is announced early in the fall so that students and faculty can make the appropriate arrangements to be available for the full day.

Completion of the CFTD Degree

The CFTD program is a full-time program to be completed in four (4) years and no longer than seven (7) years. Students wishing to extend their program longer than the four (4) years full-time can work with their faculty advisor to ensure that they are meeting the degree requirements in a timely manner. Students may complete the program in as little as three (3) years by concurrently registering for internship and dissertation with the appropriate approvals.

Transfer of Credits for CFTD Coursework

The policies related to Transfer Credit can be found in the *Adler Course Catalog* (https://www.adler.edu/wp-content/uploads/2020/09/20-21Adler_Catalog.pdf).

Graduation Requirements for the CFTD Program

CFTD students are required to complete the advanced curriculum, advanced practical experiences, Adler's requirements (Social Justice Practicum and Adlerian course), the Doctoral Qualifying Exam, internship, and dissertation for eligibility for degree conferral. Degree conferral occurs at the end of fall and spring semester and at the end of summer I and summer II terms in the summer semester. Graduation requirements are included in the *Adler Course Catalog*.

Only once your degree is conferred, you may add "PhD" or Ph.D." to your credentials and use the title of "Dr."

Participation in Commencement

To participate in commencement, CFTD students must meet the following requirements:

- a. Successful completion of all course requirements (Advanced Curriculum)
- b. Successful completion of all practicum requirements (SJP and Clinical Practicum)
- c. Successful passing of Doctoral Qualifying Examination
- d. Successful defense of Dissertation (i.e., pass or passed with minor revisions) and document ready to be submitted to the Technical Reviewer by the first day of the fall term (at the latest)
- e. Registered in the last semester of internship concurrent with the semester in which commencement occurs

Registrar will email and post information about graduation applications on Adler Connect. If you anticipate meeting the above requirements, it is advised that it is better to submit your application and defer than to submit your application late. Please talk about this more specifically with your faculty advisor/dissertation chair.

Don't forget to wear your Delta Kappa honor cords! And, if applicable, your study abroad cords and/or Certificate in Sex Therapy cords!

During commencement, you will cross the stage and be hooded by your dissertation chair. It is optional and your choice if you want to shake hands or hug.

Traditionally, the graduates and core faculty gather after the commencement to take group photos in their regalia immediately following the ceremony.

Social Justice Practicum

In keeping with the mission of the university, the Social Justice Practicum (SJP) is a requirement of the institution. All students at Adler are required to complete two semesters (in the fall and spring of their first year) of Social Justice Practicum, including 200 hours of service and monthly trainings. This is a requirement of all students at Adler. This opportunity is coordinated through the Center for Civic Learning and Community Action. The completed SJP experience is a pre-requisite to clinical practicum.

Details regarding Adler University's required Social Justice Practicum are available to students online at <http://communityengagementadler.info/>.

CFTD students who earned their master's degree at Adler University and completed their Social Justice Practicum (or Community Service Project prior to 2015) may transfer in this experience as it is a university requirement.

Advanced Practical Experiences

The advanced practical experiences required to be completed by CFTD students include **clinical practicum, the doctoral qualifying exam, internship, and dissertation**.

The Clinical Training Director (CTD) of the CFT program collaborates with students to identify the clinical experiences that meet the needs of the degree and the profession through the clinical practicum. The clinical and supervisory hours accrued can typically be applied to LMFT licensure for students who have not yet obtained their license. To do this, it is recommended that students are registered as an Associate MFT (AMFT) in the state of Illinois.

The doctoral qualifying exam is completed at the conclusion of practicum. The internship is developed and proposed by the student in consultation with the CTD focusing on the student's professional goals. The development of the dissertation begins on the first day of the program and is nourished through coursework, specifically advanced research and professional development courses, and in concert with the students' faculty advisor and then their dissertation chair.

The Advanced Practical Experience Component is defined by the v12 accreditation standards and must include the at least two (2) of the following skills:

- advanced research
- grant-writing
- teaching
- supervision
- consultation
- advanced clinical theory
- clinical practice/innovation
- program development
- leadership
- policy

In the PhD in Couple and Family Therapy program at Adler University, CFTD students engage in **clinical practice/innovation** in their practicum, **advanced clinical theory** in their qualifying exam, **advanced research** with the successful defense of their dissertation, and the opportunity to sharpen previous skills or focus on a fourth skill through their internship.

During these experiences, students must receive mentorship and/or supervision by **an appropriately qualified professional with a CFT identity** or expertise in the student's desired learning experience. For example, students providing clinical services in practicum will be supervised by an AAMFT Approved Supervisor or Supervisor Candidate through the practicum seminar. The practicum is the foundation for the qualifying exam and this mentorship is essential in development of the students' advanced clinical theory. Another example is if the student teaches as part of their internship, they are being mentored by an appropriately degreed, credentialed, and experienced instructor.

AAMFT Approved Supervisor Designation

The CFTD program has been specifically approved – instructor and course – by the AAMFT to deliver the foundational coursework required for the AAMFT Approved Supervisor designation. The course (CFTD-745) provides an in-depth overview of the models of clinical supervision and includes opportunities for students to begin gaining supervisory experiences with MCFT students.

Additionally, students who complete CFTD-745 can also use electives to gain their supervision experience through the MCFT program. This is set up across the academic year in three (3), 1-credit

electives (CFTD-746, 747, and 748). Students are appointed a supervisor mentor for supervision of supervision and provide supervision and mentorship to MCFT students.

CFTD Clinical Practicum

The clinical practicum is a vital part of training at Adler University. Doctoral students enter into the program with a clinical master's degree. Providing therapy for couples and families under supervision meets the requirements for advanced training. Detailed information is available in the *CFT Clinical Training Manual*.

Doctoral Qualifying Exam

The Doctoral Qualifying Examination (DQE) provides an opportunity for students to demonstrate their theoretical and clinical competency in the Couple and Family Therapy field and across the Student Learning Outcomes (SLOs) specifically identified as part of the advanced practical experiences component of the degree.

Students register for the DQE concurrent with the last semester of practicum seminar (i.e., CFTD-705), or the semester immediately following. In order to register for CFTD-763 and CFTD-705 concurrently, students must have completed 96 of the 120 required relational client contact hours by the end of CFTD-704.

Detailed Information is available in the *CFT Clinical Training Manual*, which is reviewed in CFTD-703.

Internship

The doctoral CFT internship provides doctoral students with a supervised **full-time** experience **over three (3) semesters**, emphasizing the development of their CFT professional identity (SLO7) consistent with the degree requirements and the students' professional goals.

Students must be engaged in a continuous experience in the practice and profession of couple and family therapy with **no fewer than 30 hours a week** (full-time employment status).

Students can create an internship experience that meets these requirements with more than one site or opportunity. This can be a **paid experience**. Detailed information is available in the *CFT Clinical Training Manual*.

Internal CFT Department Internship Opportunities

This is listed here rather than the *CFT Clinical Training Manual* as it is an opportunity provided by the Department and is only for internal PhD candidates.

Dependent on department needs (i.e., incoming student numbers for the MCFT program), opportunity for PhD students to develop their instruction, supervisory, research, mentorship, and service skills in preparation for a career in academia by doing an internal internship **may** be available. This internship would count towards one-third (1/3) of the requirements for the PhD internship which is roughly equivalent to 10/hours a week including the provision of supervision over an academic year.

The department has expanded the internship opportunities to include an Instruction, Supervision, and Research Internal Internship. Each opportunity counts as 1/3 of the internship requirement for doctoral students.

Students may apply for more than one “type” of internship depending on what is available and needed in any given academic year. These can be stacked. For example, a student doing the instruction and clinical internship would be meeting the equivalent of 2/3 of the requirements for internship which is roughly equivalent to 20 hours/week. This would require the development of an additional 1/3 time of the internship. The details on the requirements for internship are outlined in the *CFT Clinical Training Manual*.

All responsibilities as listed below for **each** internship will be required.

This internship is an evolution over the year of skill development; what the internship looks like depends on both the department needs AND the experience the intern brings. For example, being a teaching assistant, co-teaching, teaching, and developing and teaching an elective would be development across the academic year for students who do not have previous and significant teaching experience.

The clinical and instruction internships will be paid at the current adjunct rate for each practicum seminar or course the intern is teaching. The research internship will be paid **either** using Federal Work Study funds (must be eligible) at ten hours/week. Bi-weekly (individual and/or group) supervision with a core faculty is provided by the department for each internship. NOTE: *Adler University does not allow individuals to receive pay as both a work study and adjunct faculty so you would likely not be able to stack the research internship with either the instruction or supervision as those are both paid as adjunct faculty.*

Applicants must have completed all of their elective requirements prior to the internship to avoid dual relationships with future students. **No exceptions.**

There are three separate internal internship opportunities:

1. Instruction
2. Research
3. Supervision (AAMFT Approved Supervisor Candidate)

Applicants must submit a complete and separate application for each internship they are interested in.

Core faculty vet applications from candidates for each of the internship opportunities. Though students may have supervision with different core faculty across the internship, they are under the oversight of the Department Chair including course assignments. The Clinical Training Director consults with the Department Chair on practicum seminar supervision needs.

Instruction internship requirements include:

1. Advisement of one of the CFT Department student groups (or development of a new Student Group as approved by the Department Chair),
2. Participation in one faculty meeting in the fall and one in the spring/summer semesters (they are on the second and fourth Tuesdays from 10-12pm),
3. Attendance at the full department meeting in September, and

4. Any other opportunities provided by the department or requested by the intern (e.g., accreditation).

Research internship requirements include:

1. Principle investigator on qualitative or quantitative research project (not the dissertation) from IRB to publication.
2. Serve on the research team of the supervising core faculty to support them in their scholarship providing opportunity for publication (at least one manuscript).
3. Participation in one faculty meeting in the fall and one in the spring/summer semesters (they are on the second and fourth Tuesdays from 10-12pm),
4. Attendance at the full department meeting in September, and
5. Any other opportunities provided by the department or requested by the intern (e.g., accreditation).

Supervisor internship requirements include:

1. Advisement and leadership of one of the department's Affinity Groups (or development of a new group or process opportunity for students as approved by the Department Chair),
2. Participation in one faculty meeting in the fall and one in the spring/summer semesters (they are on the second and fourth Tuesdays from 10-12pm),
3. Attendance at the full department meeting in September,
4. Attendance at all meetings with practicum seminar instructors as scheduled by the Clinical Training Director, and
5. Any other opportunities provided by the department or requested by the intern (e.g., trainings).

NOTE: For students who stack more than one internship opportunity only need to attend a total of two faculty meetings across the year.

The Department Chair will provide details via email to eligible PhD students in **early spring** for the following academic year with a clear deadline for submission. **NO late or incomplete submissions will be considered.**

Students will include the following information in their application and must complete a full and separate application for each internship they are interested in:

1. Current CV,
2. Status of licensure and AAMFT Approved Supervisor designation (copies or statement of status; *NOTE: for the supervision internship, you must be licensed by the start of the fall semester and have completed CFTD-745, 746, 747, and 748*),
3. Copy of unofficial transcript indicating completed elective courses plus plan to complete any remaining required credits prior to start of internship,
4. One (1) Letter of recommendation – preferably from an adjunct faculty who is familiar with your work relevant to the type of internship you are applying for or another relevant recommender who can speak to your experience. This **cannot be from a core faculty** as we already participate in the review process of internal internship applicants. This letter of recommendation can either be directly emailed to the Department Chair or can be submitted with application materials on official letterhead as a PDF. *You must have a separate letter of recommendation for each opportunity.*

5. Statement of Intent that includes:
 - a. Instruction, research, and supervision experience and fit for the opportunity.
 - b. How this internal internship fits into both degree plan and professional plan as well as an outline for what the other 2/3s of your internship will include (do not assume that you will receive more than one internship opportunity and only provide that as the plan).
 - c. For ...
 - i. The instruction internship:
 1. Review the list of courses in the MCFT curriculum (see Section II of this handbook) and describe which courses you would be most interested in teaching.
 2. Propose a one (1) credit elective including course title, course description, course learning objectives, either one (1) text or five (5) peer-reviewed journal articles that you would have your students read, and one sample assignment.
 3. Include your teaching philosophy statement.
 - ii. The supervision internship:
 1. Must have successfully completed CFTD-745.
 2. Must have successfully completed CFTD-746, 747, and 748 or documented equivalent experience providing supervision to trainees. (If it is the second option, please include an accounting of hours of supervision, supervision of supervision, and the CV of your supervisor including licensure status and confirmation of designation as an AAMFT Approved Supervisor.)
 3. Include your supervision philosophy statement.
 4. *NOTE: This internship is to teach MCFT-603, 604, and 605 which is scheduled across 12 months from fall, spring, and through the second term of summer semester.*
 - iii. The research internship:
 1. Must have received a B+ or higher in the PhD research courses – CFTD-740, 741, 742, 743, and 788.
 2. Must include a complete (final draft) of the IRB application including all appendices.
 3. Include confirmation from a core faculty to serve as your supervisor and on their research team.
 4. Include a statement of your research/scholarship agenda.

Applicants may also be invited to interview with core faculty and do a demonstration of skills (e.g., teaching, supervision, presentation of research) simulating a faculty interview experience.

Dissertation

The required doctoral dissertation is both a summative opportunity and ritual experience to complete the PhD in Couple and Family Therapy. The *CFT Dissertation Guidebook* provides all necessary information for successful completion of the dissertation requirement and any additional questions can be directed towards the faculty advisor and/or dissertation chair.

All PhD students will have both a dissertation chair and faculty advisor to support them through the Advanced Practical Experiences (i.e., internship and dissertation) of the program.

The *CFT Dissertation Guidebook* will be provided to students in CFTD-875: CFT Dissertation Prep Seminar.

CFTD + Certificate in Sex Therapy

- The CFTD is **63 credits*** plus the CST is **10 credits** for a total of **73 credits** to complete both.
- The CFTD program requires nine credits of electives.
- The CST is pre-approved to meet the elective requirements of the CFTD.
- Degree students are charged tuition for the courses at the rate of their degree program
- Students receiving financial aid for the CFTD and CST are supported to complete a total of 73 credits*.
- Because of the overlap and the pre-approval of the department, you can complete both in a total of *64 credits as students may use all nine elective credits towards the certificate.
- If students want to take one/some of the department's other (amazing!) electives, they can complete both with up to a total of *73 credits. For example:
 - o Student A really wants to do the Study Abroad (or fill this in with any electives) and the certificate. They would do a total of *67 credits.
 - o Student B just wants to do the degree and the certificate counting the certificate to their electives not taking any other classes. They would do a total of *64 credits.
 - o Student C wants to take all the electives they can and do the certificate. They would be able to select nine credits of electives as well as the certificate. They would do a total of *73 credits.

** This does not include any graduate level course work that may be required depending on the student's qualifying clinical degree and where you got your degree (RE: CFTD-701, CFTD-719, MCFT-533, SJP-513, and SJP-514).*

SECTION IV: Certificate in Sex Therapy

Program Overview

The Certificate in Sex Therapy (CST) is an educational program offered within the Couple and Family Therapy Department. Included in the curriculum is core knowledge on human sexuality education and sex therapy training as well as an attitudes and values training (i.e., Sexual Attitude Reassessment, or SAR) as outlined by American Association of Educators, Counselors, and Therapists (AAECT). By providing the curriculum through an intersecting social justice and self-of-the-therapist (experiential) lens, this certificate not only is reflective of the systemic values of the Couple and Family Therapy Department, but also the University's mission of graduating socially responsible practitioners, engaging communities, and advancing social justice. These values will be reflected throughout the readings, application, and activities included in the CST. The University's mission is to promote inclusion, diversity, and advocacy for all identities, of which sexuality is an essential component for competent clinicians to address.

The mission of the Certificate in Sex Therapy is to prepare socially responsible professionals with core knowledge of human sexuality and sex therapy training that meets the highest standards of the field including an ethical consciousness and cultural competence.

Program Goals include:

1. To provide students with core knowledge on human sexuality education including diverse identities.
2. To create the opportunity for students to self-assess and understand their own attitudes and values, i.e., self-of-the-therapist, through a social justice perspective.
3. To train students in the ethical practice of sex therapy, preparing them to engage in the required clinical component and supervision.
4. To graduate socially responsible practitioners of sex therapy sensitive to social justice and diversity with a goal of inclusion and advocacy consistent with Adlerian principles.

This program is created specifically as a certificate to compliment current graduate students in clinical programs as well as pre-licensed and licensed professionals to build on their training.

Credentials

The Couple and Family Therapy Department has been approved as an Organizational Provider II by AAECT (effective 7/1/2021). The Certificate in Sex Therapy is a non-clinical opportunity providing students with all the foundational education and training necessary to accompany the required clinical work and supervision (not included) for the Certified Sex Therapist designation from AAECT.

<i>Alignment of AAECT Requirements for Sex Therapy Certification</i>	
AAECT Requirements	Adler's Certificate in Sex Therapy
Membership in AAECT	Requirement of SEX-690
AAECT Code of Ethics	Covered in SEX-692
Academic and Professional Experience	Pre-requisite or Co-requisite
Clinical Certification & Licensure	Pre-requisite or Co-requisite
Human Sexuality Education: Core Knowledge	90 hours provided through the CST Coursework

Sex Therapy Training	60 hours provided through the CST Coursework
Attitudes and Values Training	14 hours provided through the CST (SEX-691)
Clinical Experience, Field Work, Internship or Professional Training Experience	<i>Not included as this is a non-clinical certificate. Graduates will be supported to seek out these opportunities through faculty advising.</i>

This program meets the requirements for the American Association of Sexuality Educators, Counselors and Therapists (AASECT) and is approved for 164 CE credits. Completion of this program does not ensure or guarantee AASECT Certification. For further information please contact ce@aasect.org. The curriculum also meets some of the requirements for Diplomate Status with The American Board of Sexology (ABS).

Minimum Admission Requirement

Qualified professionals or students in license eligible graduate clinical training programs may apply for the CST program following application procedures as outlined in the *Adler University Catalog* and website.

Application requirements include:

- A completed clinical master's degree in couple/marriage and family therapy, medical family therapy, counseling, art therapy, psychology, social work, or other related mental health field that leads to clinical licensure **OR**
- Be currently enrolled and in good standing in a clinical master's programs in any of these fields and eligible to begin practicum by the start of the certificate program.
- A grade point average of 3.0 or higher on a 4.0 scale for all undergraduate coursework and/or a 3.25 or higher on a 4.0 scale of all graduate coursework.
- A statement of intent specifically outlining the applicant's interest in becoming Certified as a Sex Therapist consistent with the mission of the certificate.

Language competency level and exam requirements are consistent with policies across Adler University.

Admission for Current Adler University Students

Current Adler students may only add the CST after submission of their statement of intent (as described above) and approval and recommendation (via letter or email) by their faculty advisor in their degree program. Adler graduate students may concurrently enroll in the certificate as they are working on their clinical master's or doctoral degree. Prerequisites for students of this standing are that they must have completed the coursework in their own program that allows them to be practicum eligible or ready.

Students may not transfer coursework into the CST as it has been uniquely designed to meet AASECT requirements. Transferred coursework may not align with the design and structure of the CST. Current students may consult with their primary program of study about utilizing CST courses as electives to meet their degree requirements.

Admission for CFT Students

Students in the Couple and Family Therapy Department may add the certificate program with approval of their faculty advisor. They are also pre-approved to utilize CST courses to meet the elective requirements in either the MCFT or CFTD programs.

“Students-at-large” Enrollment

Students who are neither in a current graduate program nor enrolled in the CST may take select courses with approval from the Certificate Manager and as space is available. Most commonly, students may request to take SEX-691: Sexual Attitudes Reassessment as a stand-alone course which is equivalent to AASECT’s SAR requirement.

Course Requirements

The Certificate in Sex Therapy requires the following ten (10) credits of coursework:

SEX-690	A Biopsychosocial Approach to Sexuality Across the Lifespan	3 credits
SEX-691	Sexual Attitude Reassessment (SAR)	1 credit
SEX-692	Diversity in Sexuality: Socio-cultural, Medical, Technological, and Ethical Influences	3 credits
SEX-693	Sex Therapy in Action: Assessment, Diagnosis, and Treatment of Psychosexual Issues and Dysfunction	3 credits
Total		10 credits

Note. The coursework is being offered for credit/no credit. Students must receive a credit for the course to pass and move on in the certificate. A no credit is cause for the student to retake the course.

Students must also attend all class meetings and successfully complete coursework meetings stated deadlines to receive a credit for the course. As an AASECT approved Organizational Provider II, by giving a “credit” for the course, we are confirming to AASECT that you have successfully completed 50 hours for each of the three credit courses (SEX-690, 692, and 693) and the 14 hours of the SAR (SEX-691).

The CST is offered in a blended format with one (1) weekend residence per course and a combination of synchronous and asynchronous eLearning across the semester. Courses must be taken sequentially, and students can start in fall or spring. SEX-691 can be taken concurrently with SEX-690 or SEX-692. For students who want to accelerate the program to be completed in two (2) semesters, i.e., fall/spring or spring/summer, they may take courses concurrently. Completing the program in two semesters may not maintain eligibility to receive financial aid.

Consistent with University policy, certificate students who are not otherwise enrolled in a degree program at Adler are not required to complete the Social Justice Practicum (SJP).

There is no clinical component offered as part of the CST as it is a non-clinical certificate. To meet the designation requirements of AASECT (and ABS), students must engage in specific clinical and supervision requirements as outlined by these organizations. Students’ degree programs are not obligated to create practicum opportunities for the certificate. Students will receive advising as part of the certificate to develop a plan to fully complete certification requirements.

The CST follows all policies and procedures of Adler University as outlined in this *Adler Course Catalog*, the *Adler University Student Handbook*, Section I of this *Couple and Family Therapy Department Handbook*, and on Adler Connect. If a student has a grievance and it is not remediated through the established grievance policies, AASECT should be contacted at ce@aasect.org.

Certificate Completion Requirements

1. Successful completion of the required courses and credit hours as specified in the curriculum requirements.
2. Successful completion of the required paper as part of SEX-691: Sexual Attitudes Reassessment (SAR).
3. Students must receive credit ("CR") in all coursework.
4. Submissions of completed Graduation Application and full payment of any outstanding tuition and fees.
5. Demonstration of professional attitude, decorum, and ethics commensurate with the profession of sex therapy.
6. Faculty approval for graduation and recommendation to the Board of Trustees for the conferral of the Certificate in Sex Therapy.

Participation in Commencement

Certificate students may participate in commencement after they have successfully completed all 10 credits of the program. Students must have received a "CR" in each of the four courses to participate.

Students who are also enrolled in a degree program at Adler and participating in commencement for that degree, may also celebrate the Certificate in Sex Therapy while concurrently enrolled in the final course of the program – SEX-693. **This is celebrated concurrent to completing the degree program.**

Don't forget to wear your Certificate in Sex Therapy cords!

During commencement, you will cross the stage and be hooded by the Program Director. It is optional and your choice if you want to shake hands or hug.

Certificate in Sex Therapy Course Descriptions

SEX-690 A Biopsychosocial Approach to Sexuality Across the Lifespan 3 credits

This course will explore developmental sexuality across the lifespan including sexual and reproductive anatomy and physiology, human sexual response cycles, and the normative developmental tasks and challenges related to sex and sexuality from a biopsychosocial perspective. Competency understanding, assessing, and conceptualizing sexuality in a sex-positive way at various life stages including clinical interventions and improved communication skills addressing common challenges will be introduced. Students will explore the impact of gender as it pertains to the development of gender identity, gender expression and gender roles across the lifespan. In addition, students will develop a thorough understanding of unique considerations in working within LGBTQIIA+ populations, including Queer Affirmative clinical approaches and interventions. *This course meets the requirements for the American Association of Sexuality Educators, Counselors and Therapists (AASECT) and is approved for 50 CE credits. Completion of this program does not ensure or guarantee AASECT Certification. For further information please contact ce@aasect.org.*

SEX-691 Sexual Attitudes Reassessment (SAR) 1 credit

This course is an intensive in-person and experiential workshop designed to allow participants to examine and process their sexual attitudes, values, and beliefs through exposure to various kinks, fetishes, and sexual themes. Highly experiential in nature, the SAR involves exposure to films, documentaries, lectures, guest speakers and workshop activities with a focus on processing in both large and small groups. At the end of the course, participants are tasked with writing a paper sharing the impact of the SAR on their sexual attitudes and professional philosophy in sex therapy. This course is a 14-hour workshop over 3 days (Friday – Sunday). *This course meets the requirements for the American Association of Sexuality Educators, Counselors and Therapists (AASECT) and is approved for 14 CE credits. Completion of this program does not ensure or guarantee AASECT Certification. For further information please contact ce@aasect.org.*

SEX-692 Diversity in Sexuality: Socio-cultural, Medical, Technological, and Ethical Influences 3 credits

This course will examine the socio-cultural, medical, technological and ethical factors impacting the current landscape of sex and sexuality. Students will explore the impact of race, religion, ethnicity, socioeconomic status, gender and ability on sexual values, attitudes and behaviors, including an understanding of the impact of a range of pervasive social justice issues on sexual functioning and satisfaction. Diversity in sexual expression and lifestyles including consensual non-monogamy, polyamory, kink, BDSM and fetishes as well as the unique considerations for these populations and lifestyles will be reviewed. From a sex-positive, culturally competent place, students will further explore the impact of changing technology used for both pleasure enhancement and the risks of maladaptive use. Students will also gain competency in ethical decision-making and best practice in sex therapy becoming knowledgeable about the history of sex therapy research. Primary to this course is the expectation that students will engage in personal reflections around their own sexuality including learning to complete a thorough sexual history. *This course meets the requirements for the American Association of Sexuality Educators, Counselors and Therapists (AASECT) and is approved for 50 CE credits. Completion of this program does not ensure or guarantee AASECT Certification. For further information please contact ce@aasect.org.*

SEX-693 Sex Therapy in Action: Assessment, Diagnosis, and Treatment of Psychosexual Issues and Dysfunction 3 credits

This course will cover the practice of sex therapy through the assessment, diagnosis, and treatment of psychosexual disorders in the DSM-V including sexual issues arising from trauma, medical or mental health factors, relational factors, or environmental factors. Students can expect to learn several models and theories from both an individual and relational perspective to effectively diagnose and treat sexual functioning issues in people with penises and people with vulvas, as well as out-of-control sexual behaviors and paraphilic disorders. Students will explore the short and long-term impact of sexual abuse and trauma on sexual functioning including clinical skills in application with survivors through a trauma-informed lens. This course will also cover professional communication, collaboration, and supervision skills in order to offer an integrated treatment model and to gain knowledge in appropriate referral practices to other healthcare providers. *This course meets the requirements for the American Association of Sexuality Educators, Counselors and Therapists (AASECT) and is approved for 50 CE credits. Completion of this program does not ensure or guarantee AASECT Certification. For further information please contact ce@aasect.org.*