

Department of Educational Psychology and Counseling
Marriage and Family Therapy (MFT) Program



Student-University Fieldwork Memorandum of Understanding and Release

Student Name: _____

Agreement to Maintain Security of Client Information

As part of your fieldwork experience as a marriage and family therapist, you will be required to maintain client confidentiality as is standard practice in the profession. Your field site will educate about their practices, which you are required to follow. In addition, the program maintains the following expectations and provides links to resources for these requirements on the Technology Resources page on csunmft.net:

- Any physical documents or notes that are removed from your site must be transported in a locked container or device (even if your site allows you to transport file without a lockbox, we do not).
- If confidential information is to be stored on a memory stick, it must be an encrypted stick that requires a password each time it is opened; this stick must be transported in a locked container (two layers of locks/passwords).
- If client information is kept on your laptop, both the laptop and Word document must have encrypted passwords to open them (two layers of passwords).
- If client calls are made from your mobile phone, your phone must be password protected at all times. Client phone numbers may not be stored on your phone; evidence of their calls should be deleted immediately.
- Text messages with clients is prohibited. If your site requires this for some reason, you will need to do so through an encrypted texting service.

_____ Initial to indicate your understanding of confidentiality policies

Financial Responsibility for University-Issued Video-recorders

To enable you to meet our national accreditation requirements for live supervision, you will be allowed to use university-issued video-recorders. You will be responsible for ensuring that these cameras are not damaged or lost while in your protection. If you for any reason damage or lose the camera or any related equipment (travel case, SDI card, or tripod), you will be responsible for replacing the items at your own cost.

_____ Initial to indicate your understanding of financial responsibility relating to videorecorders

Student Release

In consideration for being allowed to participate in the MFT Program Fieldwork/Traineeship Course I do hereby irrevocably and personally release, hold harmless and forever discharge the State of California, the Trustees of the California State University, California State University, Northridge, the Department of Educational Psychology and Counseling and each and every officer, agent and employee of each of them (hereinafter collectively referred to as "State") from all claims, causes of action or liability of every kind which I may have in the future or that any person claiming through me may have in the future against State by reason of any injury to person or property, or death, in connection with my participation in the activity described above. I have read this Release and understand the terms used in it and their legal significance. This Release is freely and voluntarily given with the understanding that rights to legal recourse against State are knowingly given up in return for allowing my participation in the activity described above.

Student Signature

Date