To insert your own header,

1. *Double click* on the words "SHORT FORM OF TITLE" at top left of the page to open the header box.
2. Highlight the words and type your own, in all capitals.
3. To exit the header box, double click in a white space on the paper outside it.
4. For other questions, call the Writing Center at 612-728-5154 or e-mail [tcwrite@smumn.edu](http://sgppinet.smumn.edu/library/WC/ProgramSpecific%20Documents/CP-MFT/tcwrite%40smumn.edu)
5. To delete this information box, click on the outer edge and press the Delete key.

Title of Paper

Your Name

Saint Mary's University of Minnesota

Schools of Graduate & Professional Programs

MFT791 Capstone Examination

Advisor’s Name

Date of Submission (e.g., May 12, 2019)

This page has been formatted for APA as follows:

* Margins at 1" on all sides
* Font is Times New Roman 12 pt.
* Page header at top left, ½ inch from top edge
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Abstract

APA abstracts are typically 150 to 250 words in a single double-spaced paragraph. Do not indent the paragraph. For additional information on abstracts, see the APA manual, pp. 25-27, section 2.04, or seek advice from your instructor or advisor.

Title is not a heading and should not be boldfaced.

Table of Contents

I. Background

To enter page numbers in the Table of Contents, simply click at the end of the dot row and type the number.

On this Table of Contents page, the Tab Key has been converted to a “Dot Leader” key to ensure that your page numbers line up evenly on the right margin. If you need to change some of the sample headings to fit the contents of your own paper, be aware that you cannot indent by using the Tab key (which has been formatted to insert dots on this page). Instead do one of the following:

Click Format, Paragraph and change left indentation to .5”

 -Or-

 Use the Ruler Bar to drag the indentation into place.

When you leave the Table of Contents page, the Tab key returns to normal for indenting paragraphs.

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Title is not a heading and should not be boldfaced.

Choosing MFT

Choosing Saint Mary’s University of Minnesota

Hopes and Motivations

Original expectations of the program

How expectations were met or not met

II. Description and Evaluation of Practicum Experience

Selecting a Site

Description of Practicum Site

Population Served

Staff Support

Theoretical Orientation or Treatment Philosophy

Description of the Practicum Responsibilities

Practicum Supervision

Critical Reflection on Practicum Learning

Critical Evaluation of the Practicum Site

Unique offerings (strengths)

Missing learning that can be pursued later

Practicum surprises

Discussion of Ethical Issues

Community Service Project

Identifying the need

Description of the project

How service project affected site, supervisor, or clients

III. Key Learnings Framed within Program Goals

Ethical Thinking and Practice

Cultural Competence and Responsiveness

MFT Relational/Systemic Theory

Scholarly Research

Systemic and Relational Thinking

Self of the Therapist

IV. Theory of Change/Therapy

Defining Marriage and Family Therapy

Key Elements of Your Therapeutic Work

Overall influences

Conceptualization of relational/family/mental/emotional health

Conceptualization of relational/family/mental/emotional dysfunction

Conceptualization of (relational) intervention

Conceptualization of role of therapist

Conceptualization of assessment

Conceptualization of diagnosis

Conceptualization of treatment planning

Conceptualization of closing/ending therapy

Other important aspects of your unique work

Development of Your Unique Work

Strengths and Competencies of This Personal Theory

Growth Edges or Weaknesses of This Personal Theory

V. Conclusion Themes and Reflections

References

Résumé

Title of Paper

**I. Background**

Title is not a heading and should not be boldfaced.

Sample headings are used here to represent the general components of the paper and their relationships to one another. It is best to have an introduction here that ties your paper together. You may use first-person “I” language.

**Choosing MFT**

Under this heading describe your reasons for pursuing an MFT degree. Subheadings in this section may vary but should be formatted as shown.

**Choosing Saint Mary’s University of Minnesota**

Under this heading describe your reasons for pursuing an MFT degree at Saint Mary’s. Subheadings in this section may vary but should be formatted as shown.

**Original expectations.**  For all level 3 headings, begin text here and allow subsequent lines to wrap to the left margin.

References

Begin typing here. Do not press Enter at the end of a line until you are ready to begin a new entry. Do not use Tab (or the space bar) to indent lines on the reference page.

Title is not a heading and should not be boldfaced.

Résumé or Curriculum Vitae

On this page, automatic hanging indents have been set for you.  *If you accidentally erase the setting*, do not try to create hanging indents manually by using Enter and Tab. For directions on resetting auto-hanging indents, see p. 38 of the *Introduction to the APA*.

If your references have been formatted with auto-hanging indents, you can alphabetize quickly with auto-sort:

1. Highlight the list from first word to last word, *excluding* the "References" heading.
2. On the Home tab, find and click the Sort icon.
3. Select settings for Paragraphs, Text, Ascending (these are default settings)
4. Click Ok.

For how to format titles on the reference page, see the APA manual (p. 185, section 6.29) or pp. 10-13 of the *Introduction to the APA*.

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