



INTERNSHIP MANUAL

**Marriage & Family Therapy Program
University of Nevada, Las Vegas
Greenspun College of Urban Affairs
(702) 895-1867**

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Internship Manual

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Description of Internship

Internship is the opportunity for students to accrue the remainder of the required 500 direct client contact hours not obtained during practicum courses. Internship activities will take place at departmentally approved internship sites within the community. Approved internship sites must provide interns with the opportunity to work with individuals, couples, and families. During your internship, students are enrolled in MFT 776 for the purpose of receiving group supervision on clinical issues and professional development. Internship is the culminating clinical experience in student's training as a marriage and family therapist. In internship, students have the opportunity to expand their exposure to clinical situations and settings. Students enroll in internship a minimum of two semesters in order to fulfill the MFT program's 500 client contact hour requirement to graduate from the program.

ROLE OF THE INTERNSHIP SITE

The internship site plays a crucial role in expanding interns' exposure to a variety of clients, presenting problems, and other mental health professionals in a community setting. The internship site and particularly the internship supervisor partner with UNLV to further the interns' clinical experience and training. While in internship, students receive weekly individual supervision from their internship site supervisors, as well as their internship course instructor. The internship supervisor is responsible for the interns' caseload and evaluation of the intern.

STUDENT APPLICATION FOR INTERNSHIP

Applications for Internship must be filed by the appropriate deadline. Students will not be permitted to register for internship unless an application is on file with all the necessary departmental and faculty approvals. Students are required to consult with their Advisor regarding these applications in order to ensure that all prerequisites have been met prior to participation in this experience. Applications may be obtained in the MFT Program Office or by the Internship Coordinator. Students opting to use a site not listed on the already approved internship site list are responsible for making sure that the prospective site takes the requisite steps for becoming an approved site. **Certificate students do not take MFT 776.**

ENROLLMENT IN INTERNSHIP

In the semester prior to beginning Internship, students should select an Internship site in consultation with the Advisor that is consistent with their needs. **All Internship sites must be approved by the MFT program** (a current list of approved sites is available in the Program office). Students are expected to contact approved internship sites and negotiate placement at those sites. Most often, sites require resumes and interviews in their selection process. It is the student's responsibility to obtain placement in an internship setting.

Students must register for a minimum of three credit hours of MFT 776 each semester during which they work as Intern, resulting in a total of at least 6 credit hours. In cases where the student begins their internship in the Spring, they must enroll in their last semester of MFT 773.

Internship Course Supervision

The site supervisor will conduct supervision of the student's therapy activities. Administrative supervision will be the responsibility of the department faculty and will include one contact each semester to the internship sites where we have interns working. The Internship seminar held at UNLV will follow a group supervision format.

STUDENT INTERNSHIP REQUIREMENTS

Students enrolling in Internship must have their coursework completed before, or concurrently with, their first Internship semester, excluding thesis and professional paper credits. Students must complete an evaluation of both the Internship site and the supervisor before Internship credit is awarded. Site supervisors are to make a semester-by-semester evaluation of the students with whom they work. Students also must continue to attend internship classes throughout the semester in which they registered, regardless of completing their 500 hours (total for whole program – practicum plus internship). It is your professional responsibility to continue to treat clients throughout the entire internship semester. Terminating a client because a student has reached 500 hours is **not** acceptable.

Internship Course Objectives

The objectives for the Internship Course are as follow:

1. To integrate clinical services with other professional activities.
2. To integrate MFT theories, sensitivity to diversity, and human development theories into therapeutic practice.
3. To diagnose and assess client problems, develop treatment plans, and deliver therapeutic interventions systemically and contextually.
4. To apply the appropriate professional and ethical standards, as well as legal mandates, appropriate to the internship setting.
5. To integrate issues of diversity into the practice of marriage and family therapy.

Internship Site Application Process

Clinical experience in a professional setting is critical to the training of marriage and family therapists. MFT students are required to complete 500 client contact hours in order to obtain their master's degree. While students typically obtain 150 client contact hours during their practica, they continue seeing clients during internship to fulfill the 500 hour requirement.

A site that wants to use MFT interns must be approved by the MFT faculty. Internship sites must meet the following in order to qualify for approval:

- Client contact hours with individuals, couples and families (40% should be with couples and families)
- Audio/video recording capacity at the site
- Provide a minimum of six (6) contact hours per week
- Supervision provided by a Licensed Marriage and Family Therapist or other licensed mental health professional (psychologist, social worker, etc.)

They must also complete and submit an Internship Site Application Form and supporting documentation for review and approval by the MFT faculty. The supporting documentation includes a copy of the internship site supervisor's resume/vita, and license. The materials are received from the internship site, the application materials are reviewed and discussed in the next scheduled faculty meeting. As a result of the review, faculty will determine one of the following outcomes:

- 1) Meets criteria;
- 2) Does not meet criteria; or
- 3) Other (noting special considerations or recommendations).

After the Internship site application has been reviewed the site will be informed of the outcome by the Graduate Coordinator. Internship sites that are approved will be added to the Department's Approved Internship Site List and their materials will be included in the Approved Internship Site Book.

See Appendix A for the Internship Site Information and Application Form.

Supervisor Qualifications

Supervisors of marriage and family therapy students must:

- An AAMFT Approved Supervisor **or**
- An AAMFT Approved Supervisor Candidate, **or**
- Meet the Department's AAMFT Approved Supervisor equivalency requirements

In cases where these criteria above cannot be met by the site, the faculty in the MFT program may provide this type of supervision for the intern candidate. Please contact the Internship Coordinator for further details. We want this to be a win-win for both the site and our students.

UNLV MFT PROGRAM AAMFT APPROVED SUPERVISOR EQUIVALENCY CRITERIA

In order for a supervisor to be considered equivalent to an AAMFT Approved Supervisor, the supervisor must meet the following criteria:

- Licensed marriage and family therapist or other mental health professional in the State of Nevada, with a minimum of 3 years post-licensure experience
- Have a graduate degree in marriage and family therapy **or**
- Documented graduate training in marriage and family therapy, with a minimum of 15 credit hours in MFT coursework which includes:
 - Family Systems Theory
 - Couples and Family Therapy Theory
 - Couples and Family Therapy clinical practice
 - Documented AAMFT Approved Supervisor course or course in marriage and family therapy supervision
 - Experience in supervision of marriage and family therapy

In cases where these criteria above cannot be met by the site, the faculty in the MFT program may provide this type of supervision for the intern candidate. Please contact Dr. Fife for further details. We want this to be a win-win for both the site and our students.

Supervisor's Evaluation of Student

Each semester students are enrolled in internship, internship supervisors conduct an evaluation of student interns. These evaluations are turned into the Internship Course Instructor for use in evaluating the students' performance and assigning a grade for the course.

See Appendix B for the Intern Supervision Evaluation Face Sheet and Form. The deadline for the forms to be submitted to the Internship Course Instructor are **December 1, May 1, and August 1** of each year. These evaluations can be mailed, faxed, or sent via email.

Student Expectations

- Site supervisors must provide a **minimum of one hour per week of supervision** for each intern.
- Each student will keep a record of hours spent on internship activities. The *Client Contact and Supervision Hours Reporting Form* is to be turned in at the end of the semester.
 - Direct client hours should be on this log
 - Supervision meetings should be on this log(See Appendix C for a copy of the Client Contact and Supervision Hours Reporting Form.)
- **Students are expected to complete and return the Learning Objectives Contract, Evaluation from their Site Supervisor, and Evaluation of their Internship Site to receive a passing grade.**
- During each semester in which a student enrolls for internship credit or is completing an "X" grade in Internship, the student will attend a weekly internship seminar. The purpose of this seminar is to:
 - Share information about experiences at internship sites
 - Discuss relevant professional issues that have arisen during the internship
 - Problem-solve issues related to working as a professional counselor at various sites
 - Integrate and apply content and experiences from the academic program to the internship experience.
- Students are expected to come to class prepared for that day's activities. This includes coming to class on time and being ready to present if you are assigned to do so on that day.

Learning Objectives Contract

At the beginning of each semester of internship, the intern and internship supervisor are to complete the Learning Objectives Contract. The completed contract is to be turned into the internship course instructor (typically the third week of the semester).

See Appendix D for the Learning Objectives Contract.

Student Intern Evaluation of Internship Site

At the end of each semester of internship, the intern completes the Student Intern Evaluation of Internship Site and turns it in to the internship course instructor. This is to be done in conjunction with other internship paperwork to be submitted at the end of the semester. The internship course instructor will use this evaluation to provide feedback to internship supervisors.

See Appendix E for Student Intern Evaluation of Internship Site Form.

Internship Meet N' Greet

Each year the MFT Program will host an Internship Meet N' Greet. All Approved Internship sites and MFT students will be invited to this networking event. During the Meet N' Greet, the Internship Coordinator will present any vital information to the Internship Site Supervisors and Internship Site Supervisors will have the opportunity to introduce themselves and their sites to the students. During the last portion of the event, Internship Site Supervisors and students will have the opportunity to interact, exchange contact information, resumes, etc.

Internship Website

As an internship site, you may find that you have questions or need more information during the year. Therefore, we have put together an internship website. This webpage includes information related to our site requirements, our supervision requirements, and links to forms such as the student evaluations and learning objectives contract.

The web address is: <http://faculty.unlv.edu/khertlein/internship/>

Appendix A
Internship Site Information and Application Form

UNLV Marriage and Family Therapy Program Internship Site Application Information/Directions

Clinical experience in a professional setting is critical to the training of marriage and family therapists. MFT students are required to complete 500 client contact hours in order to obtain their master's degree. While students typically obtain 150 client contact hours during their practica, they continue seeing clients during internship to fulfill the 500 hour requirement. This form will be used by the MFT faculty to evaluate and identify potential internship sites for students in the Department of Marriage and Family Therapy. Internship sites must meet the following in order to qualify for approval:

- Client contact hours with individuals, couples and families (40% should be with couples and families)
- Audio/video recording capacity at the site
- Provide a minimum of six (6) contact hours per week
- Supervision provided by a Licensed Marriage and Family Therapist or other licensed mental health professional (psychologist, social worker, etc.) who is also an AAMFT Approved Supervisor or the equivalent.

Who can be a site supervisor?

We are currently in the process of revisiting our supervision standards. Ideally, we prefer on-site supervisors with an AAMFT Approved Supervisor or AAMFT Approved Supervisor Candidate designation, or meeting our equivalency requirements, found below:

- Licensed marriage and family therapist or other mental health professional in the State of Nevada, with a minimum of 3 years post-licensure experience
- Have a graduate degree in marriage and family therapy or
- Documented graduate training in marriage and family therapy, with a minimum of 15 credit hours in MFT coursework which includes: Family Systems Theory, Couples and Family Therapy Theory, Couples and Family Therapy clinical practice, Documented AAMFT Approved Supervisor course or course in marriage and family therapy supervision, and Experience in supervision of marriage and family therapy.

In cases where these criteria above cannot be met by the site, the faculty in the MFT program may provide this type of supervision for the intern candidate. Please contact Dr. Fife for further details. We want this to be a win-win for both the site and our students.

Please complete the attached form and the requisite accompanying documentation and email the completed form to: stephen.fife@unlv.edu. Any supporting documents can be faxed to the number below:

Dr. Stephen Fife
Internship Coordinator
University of Nevada, Las Vegas
4505 Maryland Parkway, Box 453045
Las Vegas, NV 89154-3045
FAX: 702-895-1869

Thank you for your interest in our students. We look forward to working with you! If you have questions or would like further information, please contact Dr. Fife directly at 895-3210.

UNLV Marriage and Family Therapy Program Internship Application Form

Agency/Organization Name: _____

Address: _____

Telephone: _____

Fax: _____

Email/Internet Address: _____

Contact Person/Supervisor: _____

Please attach copy of Supervisor's current resume/vita.

Position Title: _____

License(s) held: _____

Please attach via email to stephen.fife@unlv.edu fax a copy of Supervisor's License(s) to 702-895-1869 (attn: Stephen Fife)

AAMFT Approved Supervisor Designation: No Yes **Expires:** [Click here to enter a date.](#)

If yes, please attach or fax a copy of AAMFT Approved Supervisor Certificate, Candidate Verification Form, or detailed description of how the supervisor meets the Approved Supervisor Equivalency Criteria.

Telephone: _____

Email: _____

If more than one person will be supervising the Intern's work, please list the other supervisors' names, phone numbers, and e-mail below.

Supervisor #2: _____ **Phone:** _____ **E-mail:** _____

Supervisor #3: _____ **Phone:** _____ **E-mail:** _____

For each additional supervisor, please attach a copy of his/her resume/vita, license(s), and AAMFT Approved Supervisor Certificate, Candidate Verification Form, or detailed description of how the supervisor meets the Approved Supervisor Equivalency Criteria.

Facility Location (eg. North Las Vegas, West-Central, near the strip):

Is there adequate and lighted parking? Yes No

Is it accessible by public transportation? Yes No

Facility Description: Briefly describe such things as physical layout, number of therapy rooms (including one-way mirrors), administrative support, clerical, secretarial and support staff, computerization (Local Area Network vs. PC stations), records, billing and insurance personnel, etc.

Clientele Served: Briefly describe the clients your facility typically serves in terms of their demographic characteristics and presenting problems. Include any special or unique populations for which your facility provides services. Also indicate opportunity for seeing couples and families.

Additional Information: Use this section to provide information that may be of interest to interns, such as major theoretical approaches, unique qualifications of staff, specialized training or experience offered at your site, etc.

Students must work a minimum of six hours per week at the internship site. Recognizing that sites may have specific hour needs, please indicate the following:

_____ minimum number of hours per week

_____ maximum number of hours possible per week

Please provide the following general information:

Overall mission of the agency/site:

Likely intern duties:

Availability of Staffing/In-service Training Opportunities:

In addition, please provide a copy of any agency/site brochures or marketing materials.

FACULTY REVIEW

Date Materials Reviewed : _____

Review Outcome:

_____ Meets Criteria

_____ Does not meet Criteria

_____ Other (specify): _____

Signature: _____
Program Chair or Graduate Coordinator

Appendix B
Intern Supervision Evaluation Face Sheet and Form

UNLV Marriage and Family Therapy Program

Intern Supervision Evaluation Face Sheet

Dear Internship Supervisor:

In the realm of clinical work, becoming a competent therapist is often viewed as building skills across various stages of training. In some cases, these skills are developed in the classroom; in other cases, these skills are developed with seeing clients and receiving supervision. As students gain more clinical experience and begin to demonstrate clinical competencies, the focus of supervision may shift from being directive and content-oriented to being process-oriented.

There are many skills that are assessed in clinical work and several levels of trainee development to consider in the evaluation of a trainee's performance in these skills. For example, we would expect internship students to be demonstrating competence in different areas than students in their 1st semester of practicum. Similarly, we would also expect interns to be developing different skills from licensed therapists. The attached form (Intern Supervision Evaluation Form) is to be used to evaluate your interns while considering their stage in the program.

Instructions: Each student is to be evaluated on the extent to which they meet the criteria for where they are in the program. These include:

- Does not meet criteria for student's stage in program (0)
- Skill level inconsistent with student's stage in program (1)
- Skill level consistent with student's stage in program (2)
- Skill level exceeds student's stage in program (3)
- Skill and conceptual understanding exceeds student's stage in program (4)

Below we have outlined the expectations for students in the Internship stage. Please use this description as a reference for where a student should be, given their stage in the program.

Intern experience

Students in their Internship experience perform at a near-mastery or mastery level. Supervision is consistently at the process level and students consistently develop interventions consistent with their theory.

Thank you for your attention to this matter. If you have any questions about this evaluation procedure, please contact our Internship Coordinator, Dr. Stephen Fife, at stephen.fife@unlv.edu or by phone at 895-3210.

Sincerely,

The UNLV MFT Program faculty

UNLV Marriage and Family Therapy Program

Intern Supervision Evaluation Form

(To be completed by site supervisors each semester the intern is being supervised)

Intern: _____ Semester/Year _____

Internship Experience (circle one): 1st semester enrolled 2nd semester enrolled

On Site Supervisor: _____

Please indicate intern's skill/performance levels in all areas, using the following rating scale.

N = No opportunity to observe

0 = Does not meet criteria for student's stage in program

1 = Skill level inconsistent with student's stage in program

2 = Skill level consistent with student's stage in program

3 = Skill level exceeds student's stage in program

4 = Skill **and** conceptual understanding exceeds student's stage in program

Criteria	Rating					
Administrative (i.e., attendance, record-keeping, etc.)	N	0	1	2	3	4
Structuring (i.e., setting boundaries, focusing the interview, controlling interactions during session, etc.)	N	0	1	2	3	4
Conceptualization (i.e., hypothesizing, content v. process, use of theory, client context considered, etc.)	N	0	1	2	3	4
Therapeutic skills and abilities (i.e., creating a safe environment, active listening, assessment, joining, planning and implementing interventions, termination, etc.)	N	0	1	2	3	4
Use of supervision (i.e., seeking supervision when appropriate, ability to receive and utilize feedback, appropriate supervision goal-setting, etc.)	N	0	1	2	3	4
Use of self (i.e., understands self-of-therapist, is aware of his/her own belief systems and their impact on clinical work, can assess his/her part in the system, etc.)	N	0	1	2	3	4
Personal and professional responsibility (i.e., operates consistent with AAMFT ethical principles, adheres to deadlines and policies, prompt and professional, etc.)	N	0	1	2	3	4
Competence (i.e., recognizing limits, recognizing and correcting deficiencies, demonstrating cultural competence, etc.)	N	0	1	2	3	4
Therapist characteristics (i.e., demonstrating self-control, being fair, honest, and respectful, refraining from engaging in triangulation to resolve issues, etc.)	N	0	1	2	3	4
Integrity (i.e., avoiding dual relationships, refraining from making deceptive claims, respects cultural, individual, and role differences, respecting individual rights, etc.)	N	0	1	2	3	4

Intern Supervision Evaluation Form (page 2)

Describe this intern's strengths.

Describe this intern's areas for improvement.

Site Supervisor Signature: _____ Date: _____

Appendix C
Client Contact and Supervision Hours Reporting Form

UNLV MFT PROGRAM
CLIENT CONTACT AND SUPERVISION HOURS REPORTING FORM
Current Master's/Certificate Students

This form is to record your hours once per month and are for the time period beginning on the first day of the month and ending on the last day of a month. The forms are to be signed by your practicum supervisor monthly and turned into the departmental office **NO LATER THAN** the 15th of the month immediately following the completed hours. **NOTE:** The maximum face-to-face hours allowable in any given week are 20.
 Student name: _____ Month/Year: _____ Year Admitted: _____

		CLIENT CONTACT HOURS					SUPERVISION HOURS					
Site Name	Modality	Indiv.	Couple (relational)	Family (relational)	Relational (add couple & family hours) Min. 200 hrs	Total Hours Min 500 hrs	Case Report	Live (raw data)	Video (raw data)	Audio (raw data)	Direct Observ. (add audio, video & live) Min. 50 hrs	Total Supv. Hrs Min. 100 hrs
	INDIVIDUAL.											
	COTHERAPY											
	GROUP											
	TEAM											
	INDIV.											
	COTHERAPY											
	GROUP											
	TEAM											
MONTHLY TOTALS												
SEMESTER TOTALS												
PROGRAM CUMULATIVE TOTALS (add hours earned at all sites during all months)						^a						^b
RATIO OF SUPERVISION TO CLIENT CONTACT (1:5) = b/a = _____ (should equal .20 or greater)												

Student signature: _____ Date: _____

Supervisor signature: _____ Date: _____

Appendix D
Learning Objectives Contract

Learning Objectives Contract
UNLV Marriage and Family Therapy Program
Internship Program Learning Objectives Contract

Student: _____

Internship Site: _____

Internship Supervisor: _____

Supervisor's Phone: _____

Best time to contact you: _____

Total hours to be completed at the internship site: _____

Hours to be worked by the intern each week: _____

Credit Hours to be completed during the semester: _____

Semester: _____

Learning Objectives: *Internship Site*

Please identify the expectations you have for the student intern. In your discussion with the intern, please identify, as specifically as possible these expectations. These may include performance expectations or objectives that you hope to help the student accomplish during their work in your agency. These objectives can serve as a helpful scale by which to evaluate the intern's progress. Please be as specific as possible.

1. _____

2. _____

3. _____

4. _____

Learning Objectives: *Student Intern*

Please identify the expectations you have for your internship site. Before beginning your work, meet with your supervisor and discuss these objectives. These may include goals that you hope to accomplish, experiences you hope to have, or things you hope to gain during your work with this agency. These objectives can serve as a helpful scale by which you can evaluate the internship site. Please be as specific as possible.

1. _____

2. _____

3. _____

4. _____

Student's Signature

Date

Advisor's Signature

Date

Supervisor's Signature

Date

Appendix E
Intern Evaluation of Internship Site

UNLV Marriage and Family Therapy Program

Intern Evaluation of Internship Site

(To be completed by the student each semester under supervision)

Student: _____ Semester/Year _____

Internship Experience: 1st semester enrolled 2nd semester enrolled 3rd semester enrolled

Internship Site: _____

Internship Supervisor: _____

Please indicate the supervisor's skill/performance levels, using the following rating scale.

N = No opportunity to observe/Not applicable

0 = Does not meet student's needs

1 = Supervisor's skills inconsistent with student's needs

2 = Supervisor's skills consistent with student's needs

3 = Supervisor's skills exceeds student's needs

The supervisor has appropriate administrative skills. This includes providing supervision regularly and when needed, is prepared for practicum, and can assist with record keeping, client contact, and other administrative tasks.	Rating: N 0 1 2 3
The supervisor has the ability to help the therapist structure sessions. This can include help in setting clinical boundaries, assistance in focusing sessions and managing structure of interactions in session, and helping the therapist to establish a theme in treatment.	Rating: N 0 1 2 3
The supervisor has the ability to help the therapist conceptualize cases. This includes help in considering the client context, identifying the strengths of the client, understanding the family organization, and considering the impact of the client's cultural, spiritual, and values.	Rating: N 0 1 2 3
The supervisor guides the therapist in terms of his/her systemic thinking. This includes helping the student to formulate appropriate hypotheses, distinguish between content and process, and using appropriate theoretical understanding to design and implement interventions.	Rating: N 0 1 2 3
The supervisor has the ability to help the therapist develop therapeutic skills and abilities. This includes helping the therapist to join, actively listen, gather information, work on their timing abilities, communicate empathy, handle difficult issues sensitively, confronting clients appropriately, and moving toward termination.	Rating: N 0 1 2 3
The supervisor has the ability to help the therapist develop their self-of-the-therapist. This includes assisting the therapist in assessing his/her part in the therapy system and makes one aware of personal beliefs and values and the effect on one's work.	Rating: N 0 1 2 3

<p>The supervisor has the ability to help the therapist develop personal and professional responsibility. This means that the supervisor demonstrates confidence in his/her therapists, encourages therapists to follow appropriate problem solving processes, guides therapists through ethical decision-making processes, and helps students to adhere to policies and professional practices.</p>	<p>Rating: N 0 1 2 3</p>
<p>The supervisor has the ability to help the therapist develop an understanding of competence. This includes helping the therapist to recognize his/her strengths, acknowledge his/her deficiencies, reflect upon those deficiencies appropriately, and attend to deficiencies in an appropriate manner.</p>	<p>Rating: N 0 1 2 3</p>
<p>The supervisor has the ability to assist the therapist in demonstrating therapeutic characteristics, including appropriate self control, handling countertransference issues with insight and awareness, refraining from engaging in triangulation, and being fair, honest, and respectful to others.</p>	<p>Rating: N 0 1 2 3</p>
<p>The supervisor has the ability to help the therapist develop/maintain integrity. This includes providing a model to students of such behavior, encouraging students to respect the fundamental rights, dignity, and worth of all people, respecting cultural, individual, and role differences, encouraging therapists to be honest to clients and others, and avoiding improper dual relationships.</p>	<p>Rating: N 0 1 2 3</p>

Describe your supervisor's strengths.

Describe your supervisor's areas for improvement.