

## **Information for Students in the Psychoanalytic Studies Program 2018-2019**

The following information is provided to help orient students to different elements of the PSP. It is our current best information but some policies will be changed with ongoing experience. Information on fees, the curriculum, schedule of classes, and frequently asked questions are available on the website under Psychoanalytic Studies Program. The program co-chairs are good sources of information if you have specific questions about your program of study or what is required of you by the program.

### **Course work**

#### *Curriculum*

Full time student take three classes (one elective, one class on theory and one class on technique) each class day. All classes are 75 minutes. 4:00 to 5:15. 5:30 to 6:45 and 7:00 to 8:15. For the first year, there are four six week or seven week theory classes, three ten week technique classes and a 30 week elective. For the second year, there are two 15 week theory classes, two fifteen week continuous case conferences and a 30 week elective.

Students may take the program full time or part time. Full time means all classes for each year; Part time participation should be discussed with the co-chairs. For all part time students, it is essential that the student keep track of the courses taken to ensure that an accurate record of participation is maintained.

For PSP students who are also psychoanalytic candidates, supervision by a supervising analyst on each “control case” will commence as soon as the candidate and his or her supervisor affirm the candidate is ready to begin control work and the Candidate Progress Committee concurs. Information on candidate policy and procedures can be found on the website in the candidate’s manual.

#### *Evaluations*

Each course must be evaluated by the students on a form provided by the Evaluation Committee. This evaluation is essential both as feedback to the Curriculum Committee and a necessary requirement for continuing education credits. **Students will receive credit for each PSP class once they have 1) completed all class requirements and 2) completed their evaluation of the class.( N.B. Failure to complete evaluations in a timely manner may result in a suspension from the program until they are completed or dismissal from the program. While this may seem harsh, the collection of evaluation data is required for maintenance of our continuing education provider status and failure to complete evaluations responsibly means extra staff time tracking down delinquent students. PSP relies on adult learners taking responsibility for their own education and cooperating with our staff so we can keep expenses and tuition as low as possible.)**

### ***Attendance:***

Students are expected to attend all sessions of a course, but absences are inevitable because of illness, vacations, etc. If a student misses more than 25% of the sessions in a course, it would be appropriate for the teacher to assign some extra work which covers the material of the missed sessions. If a student misses half, or more than half, of the sessions in a course, the student cannot receive credit for that course and will need to retake it at a future time, regardless of the reason for the absences (since, in effect, the course won't really have been taken).

### ***Graduation Requirements***

Graduations are held yearly in June. To graduate, a student needs to have satisfactorily met all requirements of the program by May of that year, with the possible exception of supervision hours that would accrue between May and the graduation date. The requirements are credited completion of all course work, and, if a clinician, completion of 65 hours of supervision. Also, all student evaluations of courses and teachers need to be completed and all financial obligations need to be fulfilled.

### ***Inclement weather policy:***

The GW closing policy will be followed. However, if a student feels that travel is dangerous even if the University remains open, the student will not be penalized for missing during inclement weather.

### **Supervised clinical work and scholar mentoring**

#### ***Clinical students***

All clinical students are required to be in supervision with an approved supervisor; a list of supervisors is available on the website. The fee for the supervision is fixed at \$75.00 per session. Students are required to complete a total of 65 hours of supervision in order to complete the program. Supervision is typically conducted weekly and follows a case or occasionally two cases. Supervisors provide feedback to the student and to the Steering Committee as necessary or when requested. Students are encouraged to provide feedback to the supervisor... Additional supervision with a different supervisor is optional and available for the same fee.

#### ***Psychoanalytic Scholars***

Scholars are invited to participate in a scholars study group co-led by a graduate analyst scholar and a graduate clinical analyst. Also, if desired, the program will provide a mentor in the scholar's field to discuss the application of what they are learning to his or her field.

## **Transition Support**

Each newly admitted PSP student will be assigned a member of the PSP Steering Committee to meet with until they are in supervision. At that time newly admitted students desiring an ongoing advisor can, like matriculated PSP students, choose an advisor from the PSP faculty or PSP supervisors. When students have questions or desire advice or consultation regarding their learning experience or future plans, they can consult the liaison to the Steering Committee, one of the Program co-chairs or the Director of the Institute. The Psychoanalytic candidates organization will also provide a mentor for any PSP student desiring mentoring.

Early in considering applying for candidacy, current PSP students should contact Yvonne DeCuir to have an advisor assigned to work with them during the admission process and, if admitted, during their candidacy. All candidates are required to have an advisor.

## **Center issues**

### ***Raphling Lecture and Workshop***

In the fall of each academic year, the Center invites a noted psychoanalytic scholar to present a paper on a Friday evening and hold a clinical workshop on the next day, Saturday morning. The lecture and workshop are part of the PSP and Analytic Institute curriculum and attendance by all students and candidates is expected for both events. The Friday lecture is open to the professional community but the Saturday workshop is limited to students and members. The Saturday workshop in particular provides students with the opportunity to interact with and learn from a noted scholar in a small group.

### ***Annual Washington Center Colloquium***

The Washington Baltimore Psychoanalytic Center Annual Colloquium is held typically on the first Saturday in January after New Year's Day. This annual event brings the entire WBCP community together for a day of learning, discussion, and collegiality. It is expected that PSP students will make every effort to attend this important educational and community building event.

### ***Small Group Educational/social dinners:***

PSP students are invited to participate in this WBCP social/educational experience. Small dinner/discussion groups are available for new and returning PSP students, current Institute candidates and faculty members. Groups typically consist of two to four PSP students, two or three year 3 or later candidates and four faculty members. Groups will meet at least twice and up to 4 times a year at someone's home (faculty or student). It can be a dinner or an afternoon repast (the group would decide how to handle food with socializing and exchanging information on personal and professional issues the organizing principle,). After this social time the group usually has an educational experience which can include a discussion of a paper, or a faculty or student case presentation of a vignette or session, or a discussion of an issue related to the

training or some aspect of clinical work. The groups choose how they would like to proceed. Most groups meet on Friday or Saturday or Sunday evening or Sunday afternoon. This experience is optional but one which we felt would be quite useful to connect with candidates, PSP and Institute faculty and other PSP students

### ***Membership in the Center***

All students, full and part-time, become active members of the Center following matriculation and until graduation. Following graduation, the student is eligible for regular membership in the Center.

### ***Liaison to the Institute Council: or class representatives to the PSP steering committee.***

This person can be contacted by any student to discuss his or her experience in the PSP. Also, a class cohort or subset of a class cohort can also request a meeting with the Liaison to bring matters of concern before the IC. The Committee chairs are also available for this purpose but in the case this may present a conflict of interest, the Liaison serves as a bridge to the IC.

### **TUITION AND FEES:**

New students will be informed when they are accepted into the PSP that tuition and fees are due, immediately after acceptance. Students who are not able to pay in-full by October 1 must contact the Executive Director of the Center and may request to make arrangements for a payment plan.

Students who do not respond to tuition invoice(s) will be unsubscribed from PEPweb as of September 1. The Center's PEPweb subscription renewal is due at that time, and only current members in good standing will be renewed as part of the Center group. A student can re-subscribe to PEP through the Center once s/he has made arrangements for a payment plan with the Executive Director. Re-subscribing after the PEP deadline, however, costs the Center extra money; this amount may be covered by a late-fee assessment.

Students who are not in good standing as of October 1st will neither be included in the membership directory, nor have access to the members-only section of the website. Once payment to the Center has been made, access to the members-only part of the website and inclusion in the online directory will resume. Students who have not paid dues or tuition in-full by December 31st may forfeit their membership or student status and are subject to termination from the training program.

## **1. Grievance procedures**

### Complaints of unethical conduct

An individual wishing to register a complaint about the professional and/or personal behavior of a Center member has recourse to two Committees: The Ethics Committee offers a formal procedure for investigating and adjudicating complaints of unethical behavior by members of the American Psychoanalytic Association, or by analytic candidates at the Institute of the Center. Recommendations of the Ethics Committee may involve sanctions imposed on the charged member, some of which offer opportunities for remediation. When complaints of unethical conduct involve members who are not analytic candidates or members of the American

Psychoanalytic Association, the Center's Colleague and Patient Assistance Committee (CPAC) may refer the complainant to the ethics committee of the accused's professional society, or to the appropriate licensing board.

The Colleague and Patient Assistance Committee (CPAC) also provides an informal and flexible mechanism for resolving complaints and/or concerns about members. This function has been mandated by the American Psychoanalytic Association. These complaints may or may not involve ethical issues, and, unlike the Ethics Committee, the main effort of CPAC is to resolve problems, rather than to discipline the member.

#### Complaints regarding organizational issues

General issues should be discussed with the Liaison to the PSP from the Institute Council and with his/her faculty advisor. The issues raised will be brought to the attention of the Chair of the Institute Council for discussion at a meeting of the Institute Council.

#### Complaints regarding academic issues

If the student feels that his/her concerns regarding issues pertaining to the academic program, instructors, supervision, and general issues are not being appropriately addressed by the Student Progress Committee, the Curriculum Committee, the PSP Steering Committee and/or the Institute Council, the student should contact the President of the Washington Center for Psychoanalysis.

If the student does not obtain a satisfactory response through the above-named channels, the student may then address the complaint to the Executive Director, DC Education Licensure Commission, Washington, DC.

