



BOSTON GRADUATE SCHOOL OF
Psychoanalysis

MANUAL for Fieldwork Programs

Policies, Procedures and Forms for Field Placement
Master's, Certificate and Doctoral Programs



THE FIELD PLACEMENT PROGRAM

GENERAL PURPOSE

A psychodynamic theoretical understanding of schizophrenia developed in the 1940s and 50s with the work of Winnicott, Racker, Spontnitz, Searles, and others leading to a psychoanalytic technique which has enabled subsequent practitioners to expand the frontiers of psychoanalytic research and practice to address the earliest levels of human functioning. Understanding psychosis is central to the curriculum of the BGSP. Whether studying for a master's degree or pursuing a certificate or doctorate in psychoanalysis, a BGSP student begins by stepping into the world of the deeply regressed hospitalized patient. By learning to be with these patients in a way that does not violate the patient's stimulus barrier, the student learns how psychotic defenses operate and how to read and respond to the patient's symbolic attempts at communication. This experience is fundamental to an understanding of the roots of human motivation and early levels of mental functioning.

THE PROGRAM

The two-year program is designed with flexibility so that students may proceed at a pace suited to their previous experience and program requirements. Students are required to take PT/CP 184 and PT/CP 186, Clinical Psychopathology I and II, three semesters of PT/CP 185, three semesters (with patients) of PT/CP 111 and, depending on their program, to be in either a 400 or 600 hour Field Placement Externship concurrently with PT/CP 185 and PT/CP 111. Students in the Master's in Psychoanalysis program complete a 600 hour externship (typically seeing four patients weekly). Students in the Master's in Psychoanalytic Counseling program complete a 400 hour externship (typically seeing three patients weekly). Counseling students should consult the Counseling Clinical Manual for clarification of additional Counseling Master's program requirements for clinical placements.

Fieldwork students typically begin the clinical program at this level by enrolling in PT/CP 184, the prerequisite for entering the Field Placement. During this time, the student makes two informal visits to mental hospitals or other approved facilities, to become acquainted with the general atmosphere and to explore their reactions in brief papers which describe both the hospital environment and the student's experience of it. Students beginning a training analysis as they begin their studies are expected to have completed a full semester of training analysis (approximately 12 sessions) before beginning the fieldwork seminar and externship.

In the second semester, full-time students enroll in PT/CP 185 and the student begins the Field Placement. Many placement options are available (see appendix). All placements must be approved by the Fieldwork Coordinator. New placement options may be opened by special request to the Fieldwork Coordinator. During the second, third, and fourth semesters, students are actively involved in the field placement (seeing patients, going to team meetings if available, and having regular meetings with the administrative

supervisor at the placement). Students in BGSP-contracted placements take PT/CP 111 group supervision. Counseling students should consult the Counseling Clinical Manual for clarification of additional supervision requirements. Students are expected to attend the placement weekly and to observe 3-4 patients over the year and a half of the externship. Students are encouraged to attend placements over summer break, provided they enroll in summer supervision. At the end of three semesters of field placement (usually in the 4th semester of the program), the typical full-time student makes the final case presentation in the PT/CP 185 class, presenting all of their cases but selecting one as the primary case to present in more depth.

Students enroll in PT/CP186 Psychopathology II usually in the second or third semester to study less regressed psychopathologies and prepare for work with other patient populations. Students in the M.A. in Psychoanalytic Counseling Program typically embark on a counseling internship in the third year of study (some may begin in the second year), which is usually in a setting for less regressed patients. Students in the Counseling program should consult the Counseling Clinical Manual for a full description of internship requirements.

REQUIREMENTS

Students fulfill the following requirements before applying for Admission to Fieldwork:

1. Minimum of 12 hours of analysis;
2. The advisor's approval;
3. A completed application (see appendix);
4. An interview with the Coordinator of Fieldwork, Ms. Tina Woolbert (781-894-0311, 617-216-3314);
5. Successful completion of one semester of Clinical Psychopathology (PT/CP184) or approved equivalency;
6. Purchase of student professional liability insurance (see appendix for insurance information).

Once admitted to a field placement, the student submits a Statement of Field Placement (see appendix) to the Registrar and the Fieldwork Coordinator. During their Field Placement, Students will:

1. Have a minimum of three sessions per week with patients for M.A. in Psychoanalytic Counseling students and four sessions per week for M.A. in Psychoanalysis students;
2. Be in regular contact with administrative staff;
3. Attend one team meeting or equivalent per month, if available;
4. Chart and record, if required by the hospital.

For completion of the program, Students:

1. Write a report to the PT/CP 184 instructor on the visits to two mental health facilities;
2. Complete 400 (for Counseling Program students) or 600 (for M.A. in Psychoanalysis students hours of clinical and training activities (logged on PT/CP 185 reports--see appendix);
3. Receive letters of evaluation and recommendation from the administrative supervisor at the placement;
4. Deliver a satisfactory oral presentation of field placement cases which demonstrate a student's ability to integrate theory with their experience of patients encountered during field placement.

Students submit the Completion of Fieldwork Form to document completion of the above requirements (see appendix).

▶ CONTINUING TO LEVEL B STUDIES (CERTIFICATE AND DOCTORAL PROGRAMS)

After completion of the Fieldwork Program, many Master's students will be ready to apply to the Certificate or Doctoral program if desired, and many Certificate or Level A doctoral students will be ready to apply for Certificate Candidacy (Level B studies). Please consult the *Bulletin* and the Application for Candidacy form for information on Certificate Candidacy.

▶ APPENDIX

1. List of some field placement options
2. Application for Fieldwork (Form 1)
3. Statement of Field Placement (Form 2)
4. Record of Fieldwork Activities (Form 3)
5. PT/CP 185 Instructor's Report (Forms 4A, 4B , 4C,)
6. Supervision Form-Process Notes (Form 4D)
7. Administrative Contact Evaluation Form (Form 5)
8. Completion of Fieldwork Form (Form 6) – 2 pages
9. Student Professional Liability Insurance Information



BGSP MENTAL HEALTH & FIELD PLACEMENT SITES

MASSACHUSETTS

Corey Hill Nursing Home
Coolidge Corner Convalescent Center
Framingham Rehab & Nursing Center
Mt. Ida Nursing Home
Eikos (group homes & day treatment)
Wellmet Project (group homes)
Champion Nursing and Rehab
Bay Cove (group homes & day treatment)
Eliot Community Health Services (group homes)
Benjamin Health Care Center
John Adams Health Care Center
Sophia Snow Place
Ann's Rest Home
Atlantic Rest Home
Wild Acre Inns (group home and day treatment)

VERMONT

100 Acre Homestead
United Counseling Services

BOSTON GRADUATE SCHOOL OF PSYCHOANALYSIS
APPLICATION FOR FIELD PLACEMENT PROGRAM

NAME _____ DATE _____

ADDRESS _____ ENTERED BGSP _____

PHONE: HOME _____ OFFICE _____

I wish to be considered for the BGSP Field Placement Program, to begin with the
_____ semester.

BGSP COURSES COMPLETED

Course #	Sem./Date	Course #	Sem./Date	Course #	Sem./Date
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Have you had clinical experience? Yes _____ No _____

If yes, please describe: _____

Current Training Analyst: _____ Sessions to date*: _____

Analyst's Signature _____

Applicant's Signature _____ Date _____

Advisor _____ Date _____

Dean of Graduate Studies _____ Date _____

Coordinator of Fieldwork _____ Date _____

**15 sessions required.*

BOSTON GRADUATE SCHOOL OF PSYCHOANALYSIS
STATEMENT OF FIELDWORK PLACEMENT

To be filed with the Fieldwork Coordinator at the beginning of the placement

Name of Student _____

Name of Placement _____

Address of Placement _____

Administrative Contact _____

BGSP Clinical Supervisor _____

Counseling Program Individual Supervisor _____

Date Placement Began _____

Summary of Duties _____

Student Signature _____ Date _____

BGSP Supervisor Signature _____ Date _____

Fieldwork Coordinator Signature _____ Date _____

BOSTON GRADUATE SCHOOL OF PSYCHOANALYSIS
 PT/CP 185 RECORD OF FIELDWORK ACTIVITIES
 Turn in to Fieldwork Coordinator at the end of each semester

Semester _____ PT 185 Instructor _____

Name _____

Placement _____ Date Began _____

PT 111 Supervisor _____ Placement Supervisor _____

Week 1	Hours	Week 2	Hours	Week 3	Hours
PT/CP 185	_____	PT/CP 185	_____	PT/CP 185	_____
PT 111	_____	PT 111	_____	PT 111	_____
Observe Pts.	_____	Observe Pts.	_____	Observe Pts.	_____
Adm. Super.	_____	Adm. Super.	_____	Adm. Super.	_____
Team Mtgs.	_____	Team Mtgs.	_____	Team Mtgs.	_____
Chrt/Rec.	_____	Chrt/Rec.	_____	Chrt/Rec.	_____
Weekly Total	_____	Weekly Total	_____	Weekly Total	_____
Overall Total	_____	Overall Total	_____	Overall Total	_____

Week 4	Hours	Week 5	Hours	Week 6	Hours
PT/CP 185	_____	PT/CP 185	_____	PT/CP 185	_____
PT 111	_____	PT 111	_____	PT 111	_____
Observe Pts.	_____	Observe Pts.	_____	Observe Pts.	_____
Adm. Super.	_____	Adm. Super.	_____	Adm. Super.	_____
Team Mtgs.	_____	Team Mtgs.	_____	Team Mtgs.	_____
Chrt/Rec.	_____	Chrt/Rec.	_____	Chrt/Rec.	_____
Weekly Total	_____	Weekly Total	_____	Weekly Total	_____
Overall Total	_____	Overall Total	_____	Overall Total	_____

Week 7	Hours	Week 8	Hours	Week 9	Hours
PT/CP 185	_____	PT/CP 185	_____	PT/CP 185	_____
PT 111	_____	PT 111	_____	PT 111	_____
Observe Pts.	_____	Observe Pts.	_____	Observe Pts.	_____
Adm. Super.	_____	Adm. Super.	_____	Adm. Super.	_____
Team Mtgs.	_____	Team Mtgs.	_____	Team Mtgs.	_____
Chrt/Rec.	_____	Chrt/Rec.	_____	Chrt/Rec.	_____
Weekly Total	_____	Weekly Total	_____	Weekly Total	_____
Overall Total	_____	Overall Total	_____	Overall Total	_____

Form 3, cont'd

Week 10	Hours	Week 11	Hours	Week 12	Hours
PT/CP 185	_____	PT/CP 185	_____	PT/CP 185	_____
PT 111	_____	PT 111	_____	PT 111	_____
Observe Pts.	_____	Observe Pts.	_____	Observe Pts.	_____
Adm. Super.	_____	Adm. Super.	_____	Adm. Super.	_____
Team Mtgs.	_____	Team Mtgs.	_____	Team Mtgs.	_____
Chrt/Rec.	_____	Chrt/Rec.	_____	Chrt/Rec.	_____
Weekly Total	_____	Weekly Total	_____	Weekly Total	_____
Overall Total	_____	Overall Total	_____	Overall Total	_____

Week 13	Hours	Week 14	Hours	Week 15	Hours
PT/CP 185	_____	PT/CP 185	_____	PT/CP 185	_____
PT 111	_____	PT 111	_____	PT 111	_____
Observe Pts.	_____	Observe Pts.	_____	Observe Pts.	_____
Adm. Super.	_____	Adm. Super.	_____	Adm. Super.	_____
Team Mtgs.	_____	Team Mtgs.	_____	Team Mtgs.	_____
Chrt/Rec.	_____	Chrt/Rec.	_____	Chrt/Rec.	_____
Weekly Total	_____	Weekly Total	_____	Weekly Total	_____
Overall Total	_____	Overall Total	_____	Overall Total	_____

Week 13	Hours	Notes: _____
PT/CP 185	_____	_____
PT 111	_____	_____
Observe Pts.	_____	_____
Adm. Super.	_____	_____
Team Mtgs.	_____	_____
Chrt/Rec.	_____	_____
Weekly Total	_____	_____
Overall Total	_____	_____

Total hours to date: _____

BOSTON GRADUATE SCHOOL OF PSYCHOANALYSIS
PT/CP 185 REPORT

To be submitted during each PT/CP 185 class meeting

NAME _____ REPORT# _____

INSTRUCTOR _____ SEMESTER _____

PLACEMENT _____ PLACEMENT SUPERVISOR _____

PT/CP 185 CLASS LOG: DATE OF CLASS _____

BOSTON GRADUATE SCHOOL OF PSYCHOANALYSIS
STUDENT'S CASE PRESENTATIONS IN PT 111

NAME _____ DATE OF PT 111 _____ REPORT # _____

SUPERVISOR _____

SUPERVISEE #1

SUPERVISEE #2

MY OWN SUMMARY

BOSTON GRADUATE SCHOOL OF PSYCHOANALYSIS
SUMMARY OF PLACEMENT ADMINISTRATIVE SUPERVISION
If available

NAME _____ REPORT # _____

Date of Supervision at Placement _____

Summary:

Other Experience at Site Placement; Staff, Site Environment, Patient Review, Diagnostic Team Evaluations, Seminars, etc. (Describe and indicate dates):

BOSTON GRADUATE SCHOOL OF PSYCHOANALYSIS
SUPERVISION FORM
PT 111

Student _____ Supervisor _____

Supervisor Section _____ Date of Supervision _____

Patient's Initials _____ Date of Session _____ Session # _____

PROCESS NOTES

Boston Graduate School of Psychoanalysis
1581 Beacon Street
Brookline MA 02446
617-277-3915

Form 5

FIELDWORK PLACEMENT EVALUATION FORM

To be given to site contact

Student: _____

Supervisor: _____

Client Hours on Site/Week: _____ Additional Hours on Site/Week: _____

Please write a brief evaluation of the student's work at your institution or agency.

Name and Address of Placement

Placement Start Date ___/___/___

Placement End Date ___/___/___

Signature

Date ___/___/___

BOSTON GRADUATE SCHOOL OF PSYCHOANALYSIS
COMPLETION OF FIELD WORK FORM

STUDENT'S NAME _____ DATE _____

Field Work Placement
Placement Site _____

Placement Site Contact _____ Phone _____

Patients' Initials _____

Description of Activities	Total Hours from Form 3
1. PT/CP 185 Classes at BGSP	_____
2. PT 111 Case Supervision at BGSP	_____
3. Observing Patients at Placement	_____
4. Admin./Supervision at Placement	_____
5. Team Meetings at Placement	_____
6. Charting and Recording	_____
7. Other (Describe)	_____
Total Hours	_____

Number of Semesters in PT/CP 185 _____

Final Evaluation by Site Contact Received Yes _____ No _____

_____ Date ___/___/___

Filed Placement Coordinator Signature

Fieldwork Presentation
Oral Case Presentation: Date ___/___/___ Passed: Yes _____ No _____

Comments _____

_____ Date ___/___/___
PT/CP 185 Faculty Signature *(signature indicates presentation disposition)*

STUDENT'S NAME _____

DATE _____

TRAINING ANALYSIS

Analyst's Name _____

Analytic Hours to Date _____

Individual analysis, not estimated

Analyst's Signature _____

COURSEWORK

20 Courses Completed To Date (list)

_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Educational Review

Advisor's Signature

Date ___/___/____

Student Professional Liability Insurance

All Level A and Master's students who are participating in any field, practicum, or internship placements are required to carry low-cost individual student professional liability insurance.

In addition to the school's policies and the site's policies, having individual insurance provides the best protection for students working clinically on-site.

THE AVERAGE COST FOR STUDENT INSURANCE IS \$35 PER YEAR. One agency that is recommended is the American Professional Agency, Inc. www.americanprofessional.com. You must also join the Society of Modern Psychoanalysts to be eligible for this insurance, which you may do easily by visiting their website at SMPUSA.org. You will join as a STUDENT, and there is no fee to join at this level. This is the insurance also recommended for candidate students at Level B who see clients in the Therapy Center, and it specifically recognizes modern psychoanalysis and the SMP.

There are other companies that offer this type of insurance, and are acceptable for coverage, and the average cost is similar.

Students submit a copy of the coverage page of the policy you choose to the Fieldwork Coordinator.