



Boston Graduate School
of Psychoanalysis

Boston | New York | New Jersey

MANUAL

for Fieldwork Programs

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

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THE FIELD PLACEMENT PROGRAM

GENERAL PURPOSE

A psychodynamic theoretical understanding of schizophrenia developed in the 1940s and 50s with the work of Winnicott, Racker, Spitz, 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 Boston Graduate School of Psychoanalysis (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 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:

- MA students: PT/CP 184 and PT/CP 186; Psya.D. students: PT 191 Psychoanalytic Psychopathology and Early Mental States
- MA students: Three consecutive semesters of PT/CP 185; Psya.D. students: if coming as a post-master's doctoral student with clinical experience, two consecutive semesters of PT 2609
- MA students: Three consecutive semesters with patients of PT/CP 111; Psya.D. students: Two consecutive semesters with patients of PT 201
- MA students: Three consecutive semesters at their Fieldwork Placement; Psya.D. students: Two consecutive semesters at their Fieldwork Placement
- And depending on their program, to be in either a 400 or 600 hour Field Placement setting concurrently with PT 2609 / PT/CP 185 and PT 201 / PT/CP 111

Students in the Master's in Psychoanalysis program must complete a 600 hour fieldwork experience (typically seeing four patients weekly).

Students in the Master's in Mental Health Counseling program, and the doctoral program with clinical experience, must complete a 400 hour fieldwork experience (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 by enrolling in PT/CP 184 or PT 191, the prerequisite for entering the Field Placement. During this time, the student makes two informal

visits to an approved facility, to become acquainted with the general atmosphere and to explore their reactions in brief reports which describe both the environment and the student's experience of it. Students beginning a training analysis are expected to have completed a full semester of training analysis (minimally 12 sessions) before beginning the fieldwork seminar and externship.

In the second semester of Master's degree programs, full-time students enroll in PT/CP 185 to begin Field Placement. Doctoral students with clinical experience may enroll in PT 2609 in their first semester. 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, Master's 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 or PT 201 group supervision.

Counseling students should consult the Counseling Clinical Manual for clarification of additional supervision requirements. The first semester of fieldwork constitutes the counseling practicum experience. Students are expected to attend the placement weekly and to observe 3-4 patients over the year and a half of the externship.

Students attend placements over summer break, excluding vacation time, and enroll in summer supervision. At the end of three consecutive 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. For doctoral students with clinical experience, the case presentation is made at the end of two consecutive semesters of field placement.

Students in the M.A. in Mental Health Counseling program typically embark on a counseling internship in the second or third year of study. They consult with the Internship Coordinator during their first year to discuss possible placements.

Students in the Counseling program should consult the Counseling Clinical Manual for a full description of internship requirements.

REQUIREMENTS

Before applying for Admission to Fieldwork, students are required to fulfill the following:

1. Minimum of 12 hours of analysis;
2. The advisor's approval;
3. A completed application (see appendix);
4. An interview with the Fieldwork Coordinator, Ms. Christina Healy (cell: 617-285-3214 or email: healyc@bgsp.edu);
5. Successful completion of, or simultaneous enrollment in, one semester of Clinical Psychopathology (PT/CP184 or PT 191) 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 Fieldwork Coordinator. During their Field Placement, students will:

1. Have a minimum of three patients seen weekly for M.A. in Mental Health Counseling and doctoral students, and four patients seen weekly 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 or PT 191 instructor on the visits to two mental health facilities;
2. Complete 400 (for Counseling program and clinically experienced doctoral 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.
5. Submit an acceptable case study paper or a primary case.

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

APPENDIX

1. List of some field placement options
2. Application for Field Placement (Form 1)
3. Statement of Fieldwork Placement (Form 2)
4. PT/CP 185 (PT 2609) Record of Fieldwork Activities (Form 3)
5. PT/CP 185 (PT 2609) Instructor's Report (Forms 4A, 4B)
6. PT/CP 111 (PT 201) Supervision Form-Process Notes (Form 4C)
7. Statement of Individual Supervision (Form 4D)
8. Administrative Contact Evaluation Form (Form 5)
9. Completion of Fieldwork Form (Form 6) – 2 pages
10. Student Professional Liability Insurance Information

BGSP MENTAL HEALTH & FIELD PLACEMENT SITES MASSACHUSETTS

Waterview Lodge	Ashland
Benjamin Health Care Center	Boston
Landmark Senior Living	Boston
Corey Hill Nursing Home	Brookline
Cambridge Rehab & Nursing	Cambridge
Neville Place	Cambridge
Wellmet Project (group homes)	Cambridge, Somerville, Medford
Lynn Shore Rest Home	Lynn
Brush Hill Health Care	Milton
Mt. Ida Rest Home	Newton
Waban Health Care	Newton

**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 _____

**12 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 (PT 2609) 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.	_____
PT/CP 331	_____	PT/CP 331.	_____	PT/CP 331	_____
Process Rec.	_____	Process Rec.	_____	Process 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.	_____
PT/CP 331	_____	PT/CP 331.	_____	PT/CP 331	_____
Process Rec.	_____	Process Rec.	_____	Process 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.	_____
PT/CP 331	_____	PT/CP 331.	_____	PT/CP 331	_____
Process Rec.	_____	Process Rec.	_____	Process Rec.	_____
Weekly Total	_____	Weekly Total	_____	Weekly Total	_____
Overall Total	_____	Overall Total	_____	Overall Total	_____

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.	_____
PT/CP 331	_____	PT/CP 331	_____	PT/CP 331	_____
Process Rec.	_____	Process Rec.	_____	Process 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.	_____
PT/CP 331	_____	PT/CP 331	_____	PT/CP 331	_____
Process Rec.	_____	Process Rec.	_____	Process Rec.	_____
Weekly Total	_____	Weekly Total	_____	Weekly Total	_____
Overall Total	_____	Overall Total	_____	Overall Total	_____

Summer	Hours	Extra	Hours
PT/CP 185	_____	PT/CP 185	_____
PT 111	_____	PT 111	_____
Observe Pts.	_____	Observe Pts.	_____
Adm. Super.	_____	Adm. Super.	_____
PT/CP 331	_____	PT/CP 331	_____
Process Rec.	_____	Process Rec.	_____
Weekly Total	_____	Weekly Total	_____
Overall Total	_____	Overall Total	_____

Notes: _____

Total hours to date: _____

BOSTON GRADUATE SCHOOL OF PSYCHOANALYSIS
PT/CP 185 (PT 2609) REPORT

To be submitted during each PT/CP 185 (PT 2609) 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/CP 111 (PT 201)**

To be submitted during each PT/CP 185 (PT 2609) class meeting and to 111 (201) supervisors

NAME _____ DATE OF PT 111 _____ REPORT # _____

SUPERVISOR _____

SUPERVISEE #1

SUPERVISEE #2

MY OWN SUMMARY

**BOSTON GRADUATE SCHOOL OF PSYCHOANALYSIS
SUPERVISION FORM PT/CP 111 (PT 201)**

To be submitted to PT/CP 111 (PT 201) supervisor and 185 (2609) instructor:
6 Process Notes per patient each semester

Student _____ Supervisor _____

Supervisor Section _____ Date of Supervision _____

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

PROCESS NOTES

BOSTON GRADUATE SCHOOL OF PSYCHOANALYSIS
STATEMENT OF INDIVIDUAL SUPERVISION
CP 331 for MA in Counseling students
PT 341 for MA in Psychoanalysis & Doctoral students

All students in fieldwork are required to participate in 10 hours of individual supervision during their fieldwork placement. MA in Counseling students complete these hours during their practicum semester with a licensed mental health counselor at the school. Students in the MA in Psychoanalysis & Doctoral programs complete these hours during their second or third semester in fieldwork.

MA in Counseling students are encouraged to ask their 111 supervisors whether they are qualified to provide individual supervision as a licensed mental health counselor. Otherwise, a list of qualified supervisors may be obtained from the Registrar. MA in Psychoanalysis & Doctoral students may choose any qualified supervisor including their PT 111/201 supervisor.

I, _____

am in individual supervision with _____

for the semester of _____

Signatures:

_____ Date ___/___/_____
Student Signature

_____ Date ___/___/_____
Supervisor Signature

This section to be completed at the end of semester:

Semester: _____ Hours of Supervision Completed: _____

_____ Date ___/___/_____
Supervisor Signature

FIELDWORK PLACEMENT EVALUATION FORM

To be given to site contact and then submitted to fieldwork coordinator at the end of each semester

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 Title Date ___/___/___

Please return to Fieldwork Coordinator, Ms. Christina Healy, in a sealed envelope or via email: healyc@bgsp.edu

BOSTON GRADUATE SCHOOL OF PSYCHOANALYSIS COMPLETION OF FIELD WORK FORM

STUDENT'S NAME _____ DATE _____

Fieldwork Placement

Placement Site _____

Placement Site Contact _____ Phone _____

Patients' Initials _____

Description of Activities

Total Hours from Form 3

1. PT/CP 185 (PT 2609) Classes at BGSP _____

2. PT/CP 111 (PT 201) 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 (PT 2609) _____

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 (PT 2609) 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

_____ Date ___/___/_____

Advisor's Signature

Student Professional Liability Insurance

All pre-candidacy 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 (SMP) to be eligible for this insurance, which you may do easily by visiting their website at SMPUSA.org. When you join as a STUDENT there is no fee at this level. This is the insurance also recommended for candidacy level students who see patients in the Therapy Center, and it specifically recognizes modern psychoanalysis and the SMP.

There are other companies that offer this type of insurance that are acceptable for coverage at a comparable cost.

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