



Boston Graduate School
of Psychoanalysis

Boston | New York | New Jersey

MANUAL

for Fieldwork Programs

Policies, Procedures and Forms for Field Placement
Masters, Certificate, and Doctoral Programs

• 1581 Beacon Street • Brookline, Massachusetts 02446 • www.bgsp.edu •
• PHONE: (617) 277-3915 • FAX: (617) 277-0312 • EMAIL: INFO@BGSP.EDU •

Table of Contents

1.0 THE FIELDWORK PROGRAM	3
1.01 GENERAL PURPOSE	3
1.02 THE PROGRAM	3
1.03 PREREQUISITE	3
1.04 APPLICATION PROCESS	3
2.00 REQUIREMENTS	4
2.01 Master’s in Mental Health Counseling students are required to:	4
2.02 Master’s in Psychoanalysis students are required to:	4
2.03 Post-Master’s doctoral students with clinical experience:	5
Appendices	6
APPLICATION FOR FIELD PLACEMENT PROGRAM (Form 1)	6
STATEMENT OF FIELDWORK PLACEMENT (Form 2)	7
PT/CP 185 (PT 2609) RECORD OF FIELDWORK ACTIVITIES (Form 3)	8
PT/CP 185 (PT 2609) REPORT LOG (Form 4)	10
SUPERVISION FORM PT/CP 111 (PT 201) (Form 5)	11
STATEMENT OF INDIVIDUAL SUPERVISION (Form 6)	12
FIELDWORK PLACEMENT EVALUATION FORM (Form 7)	13
COMPLETION OF FIELD WORK FORM (Form 8)	14
Student Professional Liability Insurance (Form 9)	16

1.0 THE FIELDWORK PROGRAM

1.01 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 comprehending the roots of human motivation and early levels of mental functioning.

Students must be in good academic standing to begin Fieldwork Placement.

1.02 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.

1.03 PREREQUISITES

Students must complete one of the Clinical Psychopathology courses, PT/CP 184, 186, or PT 191, and a full semester of training analysis (minimally 12 sessions) before starting the Fieldwork Seminar and externship.

1.04 APPLICATION PROCESS

All students applying for the Fieldwork Program must submit an application (Form 1) containing:

- Their current Training Analyst's signature and number of sessions to date
- Their Advisor's signature
- The Dean's signature
- And must have an interview with the Fieldwork Coordinator, Ms. Christina Healy (email: healyc@bgsp.edu or cell: 617-285-3214).
- All BGSP-contracted Fieldwork placements will be assigned by the Fieldwork Coordinator.
- Once admitted to a field placement, the student submits a Statement of Field Placement (Form 2) to the Fieldwork Coordinator.

2.00 REQUIREMENTS

2.01 Master's in Mental Health Counseling students are required to:

- Take three consecutive semesters of CP 185 Fieldwork Seminar
- Take three consecutive semesters of CP 111 Group Supervision
- Register for CP 111 Group Supervision during the Summer Term
- Take 10 hours of CP 331 Individual Supervision during their practicum semester (1st semester of fieldwork) with a psychoanalyst who is a licensed mental health counselor approved by BGSP to supervise (list provided).
- Attend 3 consecutive semesters + summer of Fieldwork at their assigned facility.
- For each semester, student must pass: Fieldwork Seminar CP 185 and Group Supervision CP 111 in order to complete 330/340 Fieldwork Placement.
- Complete a 400-hour fieldwork experience including seeing three patients weekly for a minimum of 150 hours patient observation at their facility.
- Get a written evaluation each semester from their assigned facility Administrator.
- Purchase student professional liability insurance (see appendix).

The first semester of fieldwork constitutes the counseling practicum experience. Additional semesters provide additional clinical experience.

Students in the Master's 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. The internship placement is in addition to the fieldwork placement.

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

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 CP 185 class, presenting all of their cases but selects one as the primary case to present in more depth.

The student must submit a Completion of Fieldwork form with the required signatures.

2.02 Master's in Psychoanalysis students are required to:

- Take three consecutive semesters of PT 185 Fieldwork Seminar
- Take three consecutive semesters of PT 111 Group Supervision
- Register for PT 111 Group Supervision during the Summer Term
- Take 10 hours of PT 341 Individual Supervision with any qualified supervisor at BGSP.
- Attend 3 consecutive semesters + summer of Fieldwork at their assigned facility.
- For each semester, student must pass: Fieldwork Seminar PT 185 and Group Supervision PT 111 in order to complete 340 Fieldwork Placement.
- Complete a 600-hour fieldwork experience including seeing four patients weekly for a

minimum of 180 hours of patient observation at their facility.

- Get a written evaluation each semester from their assigned facility Administrator.
- Purchase student professional liability insurance (see appendix).

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 185 class, presenting all of their cases but select one as the primary case to present in more depth.

The student must submit a Completion of Fieldwork form with the required signatures.

2.03 Post-Master's doctoral students with clinical experience:

These students may with approval, begin their Fieldwork in their first semester.

They are required to:

- Take two consecutive semesters of PT 2609 Fieldwork Seminar.
- Take two consecutive semesters of PT 201 Group Supervision.
- Register for PT 201 Group Supervision during the Summer Term, if required.
- Take 10 hours of PT 341 Individual Supervision with any qualified supervisor at BGSP.
- Attend two consecutive semesters of Fieldwork at their assigned facility.
- For each semester, student must pass: Fieldwork Seminar PT 2609 and Group Supervision PT 201 in order to complete 340 Fieldwork Placement.
- Complete seeing four patients weekly for a minimum of 130 hours of patient observation.
- Get a written evaluation each semester from their assigned facility Administrator.
- Purchase student professional liability insurance (see appendix).

At the end of two consecutive semesters of field placement, the typical full-time student makes the final case presentation in the PT 2609 class, presenting all of their cases but select one as the primary case to present in more depth.

The student must submit a Completion of Fieldwork form with the required signatures.

Students in the Doctoral and Certificate programs should consult the Doctoral and Certificate Catalog for further requirements.

Final Case Presentation:

The final case presentation is scheduled in the last semester of the fieldwork class. The student presents all of their cases with a focus on one case in-depth. The instructor gives the student feedback on their presentation.

Appendices

BOSTON GRADUATE SCHOOL OF PSYCHOANALYSIS APPLICATION FOR FIELD PLACEMENT PROGRAM (Form 1)

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 (Form 2)

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 CP/PT 201/111 _____

Counseling Program Individual Supervisor _____

Counseling Program Group Supervisor _____

Date Placement Began _____

Summary of Duties _____

Student Signature

BGSP Supervisor Signature CP 201 (PT 111)

Fieldwork Coordinator Signature

**BOSTON GRADUATE SCHOOL OF PSYCHOANALYSIS
PT/CP 185 (PT 2609) RECORD OF FIELDWORK ACTIVITIES**

(Form 3)

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.	_____
CP 331,PT341	_____	CP 331,PT341	_____	CP 331,PT341	_____
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.	_____
CP 331,PT341	_____	CP 331,PT341	_____	CP 331,PT341	_____
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.	_____
CP 331,PT341	_____	CP 331,PT341	_____	CP 331,PT341	_____
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.	_____
CP 331,PT341	_____	CP 331,PT341	_____	CP 331,PT341	_____
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.	_____
CP 331,PT341	_____	CP 331,PT341	_____	CP 331,PT341	_____
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.	_____
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 LOG (Form 4)

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
SUPERVISION FORM PT/CP 111 (PT 201) (Form 5)

To be submitted to PT/CP 111 (PT 201) supervisor:
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 (Form 6)
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 (Form 7)

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 (Form 8)

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. PT 341/CP 331 Individual Supervision at BGSP _____

4. Observing Patients at Placement _____

5. Admin./Supervision 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

Courses Completed To Date (list)

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

Educational Review

Advisor's Signature

Date ___/___/___

Student Professional Liability Insurance (Form 9)

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.