MANUAL
for Fieldwork Programs

Policies, Procedures and Forms for Field Placement
Master’s, Certificate and Doctoral Programs
GENERAL PURPOSE
A psychodynamic theoretical understanding of schizophrenia developed in the 1940s and 50s with the work of Winnicott, Racker, Spotnitz, 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
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.

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
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
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

__________________________________ Date ____________________________
Student Signature

__________________________________ Date ____________________________
BGSP Supervisor Signature

__________________________________ Date ____________________________
Fieldwork Coordinator Signature
### 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. | ___________ |
| 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. | ___________ |
| 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
<p>| PT/CP 185 | ___________ | PT/CP 185  | ___________ | PT/CP 185  | ___________ |
| PT 111    | ___________ | PT 111     | ___________ | PT 111     | ___________ |
| Observe Pts. | ___________ | Observe Pts. | ___________ | Observe Pts. | ___________ |
| Team Mtgs. | ___________ | Team Mtgs.  | ___________ | Team Mtgs.  | ___________ |
| Chrt/Rec.  | ___________ | Chrt/Rec.   | ___________ | Chrt/Rec.   | ___________ |
| Weekly Total | ___________ | Weekly Total | ___________ | Weekly Total | ___________ |
| Overall Total | ___________ | Overall Total | ___________ | Overall Total | ___________ |</p>
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**Notes:**

**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 _________________________________
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
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___/___/______

______________________________________________________________  Date___/___/______

Signature
## BOSTON GRADUATE SCHOOL OF PSYCHOANALYSIS
### COMPLETION OF FIELD WORK FORM

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<th>DATE</th>
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### Field Work Placement

- **Placement Site**: 

- **Placement Site Contact**: 
- **Phone**: 

- **Patients’ Initials**: 

### Description of Activities

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<tr>
<td>1.</td>
<td>PT/CP 185 Classes at BGSP</td>
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<td>2.</td>
<td>PT 111 Case Supervision at BGSP</td>
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<td>3.</td>
<td>Observing Patients at Placement</td>
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<td>4.</td>
<td>Admin./Supervision at Placement</td>
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<td>5.</td>
<td>Team Meetings at Placement</td>
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<td>6.</td>
<td>Charting and Recording</td>
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<td>Other (Describe)</td>
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### Total Hours

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### Number of Semesters in PT/CP 185

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### Final Evaluation by Site Contact Received

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- **Filed Placement Coordinator Signature**: 
- **Date**: / / 

### Fieldwork Presentation

- **Oral Case Presentation**: Date / / Passed: Yes No |

- **Comments**: 

- **PT/CP 185 Faculty Signature** (signature indicates presentation disposition) 
- **Date**: / /
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
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](http://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.