

# FIELDWORK MANUAL

*Policies and Procedures for the Field Placement Program*



## New York Graduate School of Psychoanalysis

**Master of Arts  
in Psychoanalysis**

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# THE FIELD PLACEMENT PROGRAM

## THE PROGRAM

The fieldwork placement offers direct contact with regressed patients in supportive living programs, day treatment programs, psychiatric units, or comparable settings, giving students the opportunity to observe extremes of pathology and the earliest levels of fixation or regression, including psychosis, schizophrenia, impulse disorders, and psychic responses to trauma. . Prerequisites include 15 sessions of approved individual analysis and satisfactory completion of PT 184, Primitive Mental States.

After consulting with their educational advisors, students begin the NYGSP Clinical Studies sequence by enrolling in PT 184, Primitive Mental States. This course imparts a psychodynamic understanding of the symptoms, core conflicts, and characteristic defenses inherent in primitive mental states. Students become familiar with the differences between psychoanalytic and psychiatric diagnoses by studying the typical symptoms, onset, course, and prognosis of the major mental disorders, and the core conflicts and primitive defenses inherent in them. During the first six weeks of PT 184, students planning to begin their fieldwork placement in the following semester complete an **Application to Begin Fieldwork Placement** (see Form 1, p. 9) and schedule an interview with the NYGSP Fieldwork Placement Coordinator. While a student in PT 184, the student visits three mental health facilities to become acquainted with the general atmosphere of these institutions. As part of the course requirements, the student writes a paper describing the settings' environments and the student's experience of them.

Following completion of PT 184 and approval of the **Application**, the student begins the placement by enrolling in the first of three semesters of PT 185 Fieldwork Seminar and PT 111 Fieldwork Case Discussion Group. The NYGSP Fieldwork Placement Coordinator assists the student in selecting one of the available placement options or in developing an alternative placement. Students should be prepared to devote ten or more hours weekly to the placement program. This includes time spent with patients, in administrative supervision at the placement, in case observation group discussion at NYGSP, in attendance at fieldwork courses, and in preparation of process and seminar reports. The fieldwork placement requirement consists of a minimum of 400 hours in these placement-related activities. Over the three semesters, one winter intersession, and one summer of the placement, students are expected to observe three mental health residents/members. At the end of the third semester, students ready to complete fieldwork obtain a letter from their administrative supervisor (at the placement) attesting to regular attendance and direct observation of members of the program, and they make a presentation of their work at the placement to fellow students and fieldwork faculty. Students who have not terminated with their residents/members or who wish to have a longer fieldwork placement may, if space permits, with the permission of the Fieldwork Coordinator, continue fieldwork placement, PT 111, and PT 185 for an additional semester.

During the semesters they are participating in the fieldwork placement, students take PT 185 Fieldwork Seminar, a class designed to help students to integrate theory with observations and to

understand basic psychoanalytic psychopathology, including the vicissitudes of primitive conflicts and defenses. Students discuss their externships, examining all aspects of placement life, including understanding the meaning of apparently irrational behavior. In addition, students meet weekly PT 111 Fieldwork Case Discussion Group with an instructor and two other students to discuss observations from the fieldwork placement. Here students submit and study case summary reports as part of the process of learning to understand and identify dynamics through listening and observation. Before beginning at the placement, students attend at least one meeting of PT 185 and one meeting of PT 111.

After successfully completing two semesters of the fieldwork placement and PT 185, students in the third semester of PT 185 may additionally take the elective PT 186, Beyond Psychosis: Typology of Conflict and Defense, focusing on the pathologies likely to be encountered if they elect to pursue clinical training.

# SPECIFIC REQUIREMENTS

## Requirements for Admission to Fieldwork Program:

1. Minimum of 15 sessions of **approved** individual analysis. (This can be clarified with your advisor)
2. Your academic advisor's approval
3. A fully completed **Application to Begin Fieldwork** (see Form 1, p. 9) signed by your advisor
4. Your resumé or c.v.
5. The name and phone number of three character references (contact information only)
6. **An interview with the Fieldwork Placement Coordinator. This interview is scheduled during the first six weeks of the semester *prior* to the semester you plan to begin fieldwork.**

Bring the above three items to the interview (completed application, resumé, and references).

Note: You are not required to begin fieldwork in the semester following completion of PT 184. Many students do not. When these students are ready to begin fieldwork, they contact their academic advisors, complete the **Application to Begin Fieldwork** (see Form 1, p. 9), and schedule a meeting with the Fieldwork Coordinator by the **sixth week** of the semester *prior* to the one in which they plan to begin fieldwork.

**Students who have been interviewed for placement but who then decide to postpone fieldwork placement are required to notify the Coordinator of Fieldwork Placement and their Advisor *immediately*.**

**All interviews must be completed and arrangements for field placement made by the end of the semester *prior* to the one in which the student begins the externship.**

## Requirements at the Field Placement:

1. A minimum of three meetings per week with patients of the mental health facility;
2. One meeting per week with an administrative supervisor;
3. Attendance at one team meeting or equivalent per month, if required, primarily for de-briefing;
4. Charting and recording as required by the placement facility; and
5. Any immunizations, screenings, fingerprinting, or training required by the facility.

**Fieldwork is taken concurrently with PT 185 and PT 111. Further responsibilities of the student at the placement are listed on page 6.**

## Requirements for Completion of the Fieldwork Program

1. Students remain active at their placement until the end of their third semester of PT 185 and PT 111.
2. Completion of a minimum 400 hours of observational activities logged on PT 185 reports (see Form 2, pp. 10-12);
3. Successful completion (i.e. a passing grade) in three semesters of PT 185.
4. Successful completion (i.e. a passing grade) in three semesters, one winter intersession, and one summer of PT 111.
5. **A letter from the administrative supervisor** at the placement attesting to regular attendance and direct observation of members of the program (see description p. 8)
6. A satisfactory oral presentation demonstrating an understanding of theory as it relates to the fieldwork experience.
7. Completion of the **Completion of Fieldwork Form** (Form 3, p.13), including signatures of the **PT 185 instructor** of the student's final semester in fieldwork and the **Fieldwork Coordinator**.

## PROFESSIONALISM AT THE FIELDWORK PLACEMENT

Fieldwork provides the student with an opportunity to observe at least three regressed patients weekly for an extended period of time. It is an opportunity to experience extremes of pathology and the earliest levels of fixation and regression with the support of discussion groups, individual analysis, and fellow students and instructors in PT 185.

At the placement, the fieldwork student is treated as a staff person and as such is expected to behave in a professional manner. Fieldwork students are expected to respect the rules and norms of the organization in which they are working and to maintain appropriate standards of confidentiality about their work.

Fieldwork students discuss the dynamics of their interactions with patients with the PT 111 instructor and fellow students in PT 111. The role of the weekly meeting with the on-site administrative supervisor at the placement is different: it is primarily for debriefing and sharing any information that suggests that there is a possibility of danger or harm coming to anyone involved. The fieldwork student discusses any difficulties regarding the placement in the PT 185 classroom, with the PT 111 instructor, and, if necessary, with the Coordinator of Field Placement.

Responsibilities of the fieldwork student:

- a. The fieldwork student is expected to be at the placement every week. The on-site administrative supervisor and PT 111 instructor are notified of all absences, vacations, and changes in schedule. The fieldwork experience encompasses, at minimum, **three semesters, one winter intersession, and one summer**: fall-winter-spring-summer-fall or spring-summer-fall-winter-spring.
- b. The fieldwork student is expected to adhere to the policies, procedures and working hours that apply to the professional and administrative staff of the agency.
- c. The fieldwork student is expected to establish a good rapport with supervisors, co-workers, and other members of the agency
- d. The fieldwork student is a guest in the host agency and a representative of NYGSP. Appropriate and professional attire is expected.
- e. The safety and well-being of the fieldwork student is a top priority. Any situations which alarm or frighten the student, or situations which strike the student as dangerous, are discussed promptly in PT 111 and PT 185.

## **Liability Insurance**

Even though fieldwork students *do not* interact in a therapeutic or clinical manner with residents/members of their field placement sites, it is necessary for all students doing fieldwork to have malpractice insurance in the amount of \$1,000,000/\$3,000,000. This is because of the requirements of the field placement sites. This insurance is very reasonable and can be obtained under “student counselor” status. NYGSP students who have an MSW or PsyD and who currently have liability insurance for their private practice may be able to obtain student coverage through their current provider at no additional cost.

Students entering Fieldwork must submit proof of coverage to Mrs. Lerner *before* entering their field placement and are responsible for updating their coverage as necessary.

The following organizations offer liability insurance for student mental health interns. NYGSP and CMPS students can recommend others.

### **American Professional Agency**

800-421-6694

[www.americanprofessional.com](http://www.americanprofessional.com)

Applicants are required to join either NAAP (National Assn. for the Advancement of Psychoanalysis) or SMP (Society for Modern Psychoanalysis) to receive coverage. Membership in SMP is complimentary for NYGSP and CMPS students.

### **American Psychological Assn.**

<http://www.apait.org/apait/products/studentliability>

Applicants are required to join American Psychological Assn. (or document that they are in the process of joining)

### **CPH and Associates**

<https://www.cphins.com/Portals/0/NSP%20Student.pdf>

No psychoanalytic associations are listed. Applicants can choose the category "no professional membership or association not listed"

Trust Risk Management

<http://www.trustrms.com>

Applicants are required to join American Psychological Assn.

ACA Insurance

<http://www.acait.com/students/index.cfm>

No assn. membership requirements

## **ADMINISTRATIVE SUPERVISION FINAL EVALUATION**

Upon completion of the Field Work Placement and a satisfactory presentation, students completing Fieldwork must submit a brief letter on agency letterhead from the Administrative Supervisor which states the following:

- The length of the Internship (including beginning and ending dates)
- Description of the student's work (seeing at least three members/residents with regularity)

Letters should be addressed to the Fieldwork Coordinator and submitted before the end of the final semester of the student's fieldwork.





New York Graduate School of Psychoanalysis  
**APPLICATION TO BEGIN FIELDWORK PLACEMENT**

FORM 1

NAME \_\_\_\_\_ DATE \_\_\_\_\_

First semester at NYGSP: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

I wish to be considered for a NYGSP Fieldwork Placement, to begin with the \_\_\_\_\_ semester.

**NYGSP COURSES COMPLETED AND BEING TAKEN CURRENTLY**

Course #	Semester	Course #	Semester	Course #	Semester

While the fieldwork externship is not a clinical experience, it may be useful for the Fieldwork Coordinator to know of any previous experience you have had in clinical settings. Have you had previous clinical experience? \_\_\_\_\_ If yes, describe:

Current PT 7 Analyst: \_\_\_\_\_ Number of sessions to date\*: \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Coordinator of Fieldwork \_\_\_\_\_ Date \_\_\_\_\_

\*15 sessions required. Please attach a PT 7 form (available from the registrar) if the PT 7 form you submitted at the beginning of the current semester indicated fewer than a total of 15 sessions as of that date.



# NYGSP PT 185 Instructor's Weekly Report FIELD PLACEMENT EXTERNSHIP

FORM 2, p.1

Semester \_\_\_\_\_ PT 185 Instructor \_\_\_\_\_ Report # \_\_\_\_\_

Student's Name \_\_\_\_\_

Field Placement \_\_\_\_\_ Date Began \_\_\_\_\_

PT 111 Instructor \_\_\_\_\_ Placement instructor \_\_\_\_\_

# of hours	Description of FPE Activities
	Observing Patients at Placement
	PT 185 (at NYGSP)
	PT 111 Fieldwork Discussion Group (at NYGSP)
	<i>Administrative Supervision at Placement</i>
	Clerical-Administrative Activities
	Meetings, Seminars at Placement
	Other (describe)
	TOTAL hours this week
	<b>CUMULATIVE TOTAL: total hours to date</b>

PT 185 Class Log

Date of Class Meeting \_\_\_\_\_



# SUMMARY OF FIELD PLACEMENT ADMINISTRATIVE SUPERVISION

FORM 2, p.2

Date of Meeting \_\_\_\_\_

Field Placement Administrative Supervisor \_\_\_\_\_ Duration of Meeting \_\_\_\_\_

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



# STUDENT'S CASE PRESENTATIONS IN PT 111

FORM 2, p.3

Name \_\_\_\_\_ Date of PT 111 \_\_\_\_\_ Report # \_\_\_\_\_

PT 111- \_\_ Day \_\_\_\_\_ Time \_\_\_\_\_ Instructor \_\_\_\_\_

My own summary

Fellow student #1

Fellow student #2



COMPLETION OF FIELDWORK FORM

STUDENT'S NAME \_\_\_\_\_ DATE \_\_\_\_\_

FIELD WORK PLACEMENT

Name of Placement \_\_\_\_\_

Name of Placement Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Patients' Initials \_\_\_\_\_

Table with 2 columns: Description of Activities, Total Hours (from Form 3). Rows include PT 185 Classes at NYGSP, PT 111 Discussion Group at NYGSP, Observing members/residents at Placement, Administrative guidance at Placement, Team Meetings at Placement, Charting and Recording, Other (Describe).

Total Hours \_\_\_\_\_

Number of Semesters in PT 185 \_\_\_\_\_

Final Evaluation by Placement Supervisor submitted to NYGSP Field Placement Coordinator?

Yes \_\_\_\_\_ No \_\_\_\_\_

Field Placement Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_

Fieldwork Presentation

Presentation Date \_\_\_\_\_ Passed? Yes \_\_\_\_\_ No \_\_\_\_\_

PT 185 Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments: