ICP Institute of Contemporary Psychoanalysis

Guidelines for the
Psy.D. Graduation Paper
and
Psy.D. Graduation Project

May 2015
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PSY.D. GRADUATION PAPER

A. When to Begin the Process

The process of initiating the Graduation Paper may take place at any time during the Candidate's training. The purpose of the Graduation Paper is to demonstrate the Candidate's development as a psychoanalyst; therefore, the Candidate is expected to write the Graduation Paper during the third or fourth year of study, as such development stems from the Candidate's involvement in classes, control cases, supervision and training analysis. It is the intention of ICP to establish requirements allowing for the uniqueness and creativity of each Candidate. Some Candidates might find that reading completed Graduation Papers is helpful in developing ideas for their own Paper. (Contact the ICP Office for the list of papers and process for obtaining them.)

B. Criteria for the Graduation Paper

All of the following criteria for the Graduation Paper must be met:

1. The Graduation Paper must address a psychoanalytic topic.

2. The Graduation Paper must be the product of psychoanalytic training at ICP, reflecting what the Candidate has learned in that training.

3. The Graduation Paper must demonstrate competence in psychoanalytic understanding.

4. The Graduation Paper must be internally coherent (arguments in the Paper are consistent, logical, and connect in a meaningful fashion).

5. The Graduation Paper must be externally coherent (the content of the Paper is consistent with knowledge of the subject stemming from outside sources).

6. The Graduation Paper must follow any coherent, consistent, recognizable format accepted by Psychoanalytic Journals.

7. The Graduation Paper must include the required title page (see Appendix).
8. The Graduation Paper must include a Literature Review. (A Literature Review is an account of what has been published on the topic, the key authors, and the prevailing theories, hypotheses, and methodologies already in publication.)

9. The Graduation Paper must include theoretical material related to that case (if based on case material).

10. As the graduation paper must be made a permanent part of the public domain the following rules apply:

   A.) For Candidates who matriculated prior to September 2013. When writing about patients, any case material must be sufficiently disguised so that the person is not recognizable in the public domain.

   B.) For Candidates who matriculated after September 2013. When writing about patients, the candidate acknowledges (in writing) that he/she has obtained consent from the patient. The consent will illustrate that the patient has agreed to be written about in the candidate’s paper. Even with this consent the candidate must ensure that any case material is sufficiently disguised so that the person is not recognizable in the public domain. This acknowledgement is to be placed in the candidate’s file and on the page following the title page of the graduation paper.

C. Graduation Paper Committee

When ready to begin thePsy.D. Paper, the Candidate forms a Graduation Paper Committee. After considering the most appropriate individuals to address the Paper’s particular topic, the Candidate contacts those ICP Members and requests their participation on the Committee. It is important to stipulate to each Member the role the Candidate wishes that Member to assume.

The Graduation Paper Committee consists of an Advisor, a Mentor, a Supervisor, a Reader, and a CPC Reader. If a Member serves in more than one capacity on a Graduation Committee (i.e., an Advisor who also serves as a Mentor), an additional Member serving in the capacity of an extra Reader must be chosen by the Candidate and added to the Committee. Each Member makes a commitment to work closely with the Candidate by providing guidance and feedback as the Candidate develops the Paper. All Papers must include the required elements. All parties are required to attend a meeting of the entire group (set up by the Advisor in collaboration with the Candidate). All parties are expected to attend
the Graduation Review, which is a meeting of the Graduation Paper Committee and the CPC held after the Paper has been approved.

1. Advisor

The Advisor is an automatic Member of the Committee and has the following responsibilities:

a) Once the Candidate notifies the Advisor that the Committee has been formed, the Advisor contacts the CPC in writing to request a CPC Reader be assigned to the Graduation Committee. This should be done as soon as possible to ensure that the CPC Reader is involved in the process as early as possible. The written request to the CPC should include the Candidate’s name, the names of all Committee Members with their designated roles, and either an *abstract or a *first final draft of the Paper. If the request is made by the June CPC meeting of the previous year, and the Candidate intends to participate in the Spring graduation ceremony, a first final draft is required to accompany the written request.

(*SEE DESCRIPTION OF FIRST FINAL DRAFT AND ABSTRACT IN APPENDIX, PAGE 16.)

If participation in the Spring graduation ceremony is not planned, only an abstract is required to be submitted with the written request.

b) In consultation with the Candidate, the Advisor sets up a meeting of the full Committee to discuss the Paper and make recommendations and revisions. This meeting is typically scheduled toward the end of the process but it may take place earlier if advantageous to the Candidate. At least one full meeting of the entire Committee is required.

c) When the entire Committee has approved the final version of the Paper, the Advisor requests a formal date for a Graduation Review (a joint meeting of the CPC and Graduation Paper Committee) by notifying the CPC in writing. A proofread edited copy of the final Paper must be included in the request. The CPC Chair informs the Advisor of the scheduled date of the meeting. The Advisor informs each Committee Member of the date and reports back to the ICP office if any Member is unable to attend.
d) At the Graduation Review with the CPC and the Graduation Paper Committee, the Advisor gives a report of the Candidate’s progress during the years of candidacy. This is an oral presentation only (no written report is required).

2. Mentor

The Mentor takes on all the responsibilities assigned a Committee Member and should be prepared to comment on the Paper.

3. Supervisor

The Supervisor, who must be a Supervisor from one of the three required control cases, takes on all the responsibilities assigned a Committee Member and should be prepared to comment on the Paper.

4. Reader

The Reader takes on all the responsibilities assigned a Committee Member and prepares a short critique of the Paper to read aloud at the Graduation Review. This critique should be written and is included the Candidate’s scholastic file.

5. CPC Reader

The CPC Reader takes on all the responsibilities assigned a Committee Member. During the entire process, the CPC Reader serves as the representative of the Candidate Progression Committee, and carries the Candidate Progression Committee’s authority for approving the Paper in final form. When the Paper is approved by the CPC Reader, in conjunction with the other Members of the Graduation Paper Committee, it is then considered a final Paper. During the CPC Graduation Review, the CPC Reader will prepare a short critique of the Paper to read aloud at the Graduation Review. This critique should be written and is included the Candidate’s scholastic file.

6. Candidate Involvement within the Committee

The Candidate may work independently, or with the Mentor to develop a first final draft of the Paper. The first final draft is then submitted to all five Members of the Committee for their commentary. When the Candidate prepares the next draft of the Paper, integrating the Committee’s commentary, the Candidate submits that draft to each Member of the five-
person Committee. This process of commentary and draft revisions may be repeated several times. At some point, the meeting of the full Committee will take place. All Committee Members must approve the Paper before it is deemed a final draft.

D. The Graduation Review

This is a meeting of the Candidate Progression Committee and the Graduation Paper Committee that takes place after the Graduation Paper has been approved. The Review is an opportunity to discuss the Paper, share ideas, and celebrate the completion of the Candidate's Paper and forthcoming graduation.

E. Time Requirements for Participation in Spring Graduation Ceremony

The graduation ceremony is held each year in the Spring. Four deadlines must be met in order for the Candidate to participate in the Spring graduation ceremony:

1. NO LATER THAN THE JUNE CPC MEETING of the previous year, the Advisor must submit to the Candidate Progression Committee the first final draft of the Graduation Paper, along with a letter announcing the names and titles of the four members of the Candidate’s Graduation Paper Committee (Advisor, Mentor, Supervisor and Reader). If a request for a CPC Reader has not already been made, it must be done at this time.

 (*SEE DESCRIPTION OF FIRST FINAL DRAFT AND ABSTRACT IN APPENDIX, PAGE 16.)

2. NO LATER THAN THE NOVEMBER CPC MEETING of the previous year, the Advisor must send the Candidate Progression Committee a letter stating that the entire Graduation Paper Committee has approved the Candidate’s Graduation Paper and requesting a date for a Graduation Review with the Candidate Progression Committee. This letter must be accompanied by an unstapled edited copy of the Candidate’s final Graduation Paper.

3. PRIOR TO GRADUATION, all case reports and supervisory reports must be completed and submitted to the office two weeks prior to the scheduled Spring graduation ceremony.
4. Graduation from ICP requires that the Candidate complete, in a satisfactory manner, the equivalent of four years (420 hours) of didactic coursework, including the required core courses, by the last session of the academic year.

It is the Advisor’s responsibility to urge all members of the Graduation Paper Committee to pursue the Candidate’s first final draft Paper in a timely fashion, thereby facilitating the Candidate’s opportunity to complete a final Paper for the November Candidate Progression Committee deadline. If the November deadline is not honoured, the Candidate may graduate at the time the Board of Directors approves the recommendation of the Candidate Progression Committee, but the Candidate may not participate in the approaching Spring graduation ceremony; however, the Candidate may participate in the Spring graduation ceremony of the following year.

F. Writing Suggestions

Time constraints should be considered when preparing the Paper. It is recommended that the Candidate establish personal deadlines for each step of completion (from writing the abstract to completion of the final Paper). When delivering a first final draft to Graduation Committee Members for review and suggestions, the Candidate should make every effort to present a draft free of spelling and grammatical errors.
I. PSY.D. GRADUATION PROJECT

A. When to Begin the Process

The process of initiating the Graduation Project may take place at any time during the Candidate’s training. The purpose of the Graduation Project is to demonstrate the Candidate’s development as a psychoanalyst; therefore, the Candidate is expected to write the Graduation Paper during the third or fourth year of study, as such development stems from the Candidate’s involvement in classes, control cases, supervision and training analysis. It is the intention of ICP to establish requirements allowing for the uniqueness and creativity of each Candidate. Some Candidates might find that reading completed Graduation Projects is helpful in developing ideas for their own Project. (Contact the ICP Administrator for the process and cost of obtaining past Projects.) Input from the Graduation Committee is also expected to influence the Candidate’s Graduation Project.

B. Criteria for the Graduation Project

The Graduation Project is a possible alternative to the Graduation Paper. The Project is a serious, rigorous, creative work that reveals the Candidate’s development as a psychoanalyst. All of the following criteria for the Graduation Project must be met:

1. The Graduation Project must address a psychoanalytic topic.

2. The Graduation Project must demonstrate competence in psychoanalytic understanding.

3. The Graduation Project must be internally coherent (arguments in the Project are consistent, logical, and connect in a meaningful fashion).

4. The Graduation Project must be externally coherent (the content of the Project is consistent with knowledge of the subject stemming from outside sources).

5. The Graduation Project must include a written explanation of the Candidate’s inspiration, philosophy, and goals in creating the particular Project.

6. The Graduation Project must include a Literature Review. (A Literature Review is an account of what has been published on the topic, the key
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authors, and the prevailing theories, hypotheses, and methodologies already in publication.)

7. As the graduation project must be made a permanent part of the public domain the following rules apply:

A.) For Candidates who matriculated prior to September 2013. When writing about patients, any case material must be sufficiently disguised so that the person is not recognizable in the public domain.

B.) For Candidates who matriculated after September 2013. When writing about patients, the candidate acknowledges (in writing) that he/she has obtained consent from the patient. The consent will illustrate that the patient has agreed to be written about in the candidate's paper. Even with this consent the candidate must ensure that any case material is sufficiently disguised so that the person is not recognizable in the public domain. This acknowledgement is to be placed in the candidate's file and on the page following the title page of the graduation paper.

8. The Graduation Project must be the product of psychoanalytic training at ICP, reflecting what the Candidate has learned in that training.


10. The Graduation Project must include some record, whatever the form, of its presentation, so that the Project continues to be available to the psychoanalytic community.

11. The Graduation Project must include the required title page (see Appendix).

C. Graduation Project Committee

When ready to begin the Psy.D. Project, the Candidate forms a Graduation Committee. After considering the most appropriate individuals to address the Project's particular topic, the Candidate contacts those ICP Members and requests their participation on the Committee. It is important to stipulate to each Member the role the Candidate wishes that Member to assume.

The Graduation Project Committee consists of an Advisor, two Mentors, a Supervisor, and CPC Representative. Each Member makes a commitment to work closely with the Candidate by providing guidance and feedback as the
Candidate develops the Project. All Papers must include the required elements. All parties are required to attend a meeting of the entire group (set up by the Advisor in collaboration with the Candidate). All parties are expected to attend the Graduation Review, which is a meeting of the Committee and the Candidate Progression Committee held after the Project has been approved.

1. Advisor

The Advisor is an automatic Member of the Committee and has the following responsibilities:

a) Once the Candidate notifies the Advisor that the Committee has been formed, the Advisor contacts the Candidate Progression Committee in writing to request a CPC Reader be assigned to the Graduation Committee. This should be done as soon as possible to ensure that the CPC Reader is involved in the process as early as possible. The written request to the Candidate Progression Committee should include the Candidate’s name, the names of all Committee Members with their designated roles, and an explanation of the Project.

b) In consultation with the Candidate, the Advisor sets up two meetings of the full Committee to discuss the Project and make recommendations and revisions. The first meeting is to be scheduled soon after the Candidate Progression Committee representative is appointed. The second meeting is typically scheduled toward the end of the process. **Two meetings of the entire membership are required**, due to the creative nature of the Project.

c) When the entire Committee has approved the final version of the Project, the Advisor requests a formal date for a Graduation Review (a joint meeting of the Candidate Progression Committee and Graduation Project Committee) by notifying the Candidate Progression Committee in writing. An edited copy of the final Project must be included in the request. The ICP office contacts the Advisor to provide the scheduled date of the meeting. The Advisor informs each Committee Member of the date and reports back to the ICP office if any Member is unable to attend.

d) At the Graduation Review with the Candidate Progression Committee and the Graduation Project Committee, the Advisor gives a report of the Candidate’s progress during the years of candidacy. This is an oral presentation only (no written report is required).
2. Mentors

Two Mentors take on all the responsibilities assigned a Committee Member and should be prepared to comment on the Project and the Candidate’s participation at the Graduation Review. The Mentors prepare a short critique of the Project to read aloud at the Graduation Review. This critique is to be written and handed in to be part of the Candidate’s scholastic file.

3. Supervisor

The Supervisor takes on all the responsibilities assigned a Committee Member and should be prepared to comment on the Paper.

4. CPC Representative

The CPC Representative takes on all the responsibilities assigned a Committee Member. During the entire process, the CPC Representative serves as the representative of the Candidate Progression Committee, and carries the Candidate Progression Committee’s authority for approving the Project in its final form. The CPC Representative, as well as all other Committee Members, must approve the Project before it is deemed a final Project. During the Graduation Review, the CPC Representative prepares a short critique of the Project to read aloud at the Graduation Review. This critique is to be written and handed in to be part of the Candidate’s scholastic file.

5. Candidate Involvement within the Committee

The Candidate may work independently or with Committee Members to develop the Project. The Candidate collaborates with the Advisor to set up two meetings of the entire Committee. The first is to be arranged as soon as a CPC Representative is appointed. The second meeting will take place toward the end of the process.

D. The Graduation Review

This is a meeting of the Candidate Progression Committee and the Graduation Project Committee. It takes place after the Graduation Project has been approved. The Review is an opportunity to discuss the Project, share ideas, and celebrate the completion of the Candidate’s Project and forthcoming graduation.
E. Time Requirements for Participation in Spring Graduation Ceremony

The graduation ceremony is held each year in the Spring. Four deadlines must be met in order for the Candidate to participate in the Spring graduation ceremony:

1. NO LATER THAN THE JUNE CPC MEETING of the previous year, the Advisor must submit to the Candidate Progression Committee, the Candidate’s Literature Review and an abstract of the Project, along with a letter announcing the names and titles of the four individuals of the Candidate’s Graduation Project Committee (Advisor, Mentors, and Supervisor). The letter will include a request for a CPC Representative who will become the final Member of the Graduation Committee.

2. NO LATER THAN THE NOVEMBER CPC MEETING of the previous year, the Advisor must send the Candidate Progression Committee a letter stating that the entire Graduation Project Committee has approved the Candidate’s Graduation Project and requesting a date for a Graduation Review with the Candidate Progression Committee. This letter must be accompanied by an unstapled copy of the Candidate’s final Graduation Project (including all written requirements).

3. PRIOR TO GRADUATION, all case reports and supervisory reports must be completed and submitted to the office by May 31st.

4. Graduation from ICP requires that the Candidate complete, in a satisfactory manner, the equivalent of four years (420 hours) of didactic coursework, including the required core courses, by the last session of the academic year.

It is the Advisor’s responsibility to urge all members of the Graduation Project Committee to pursue the Candidate’s draft Project in a timely fashion, thereby facilitating the Candidate’s opportunity to complete a final Project for the November Candidate Progression Committee deadline. If the November deadline is not honoured, the Candidate may graduate at the time the Board of Directors approves the recommendation of the Candidate Progression Committee, but the Candidate may not participate in the approaching Spring graduation ceremony; however, the Candidate may participate in the Spring graduation ceremony of the following year.

F. Writing Suggestions
Time constraints should be considered when preparing the Project. It is recommended that the Candidate establish personal deadlines for each step of completion (from writing the abstract to completion of the final Project). When delivering a draft to Graduation Committee Members for review and suggestions, the Candidate should make every effort to present a draft free of spelling and grammatical errors.
Required format for Graduation Paper Title Page

Title

by

Name of Candidate

Submitted in partial fulfilment of the requirements for the degree

of

Psy.D.

Institute of Contemporary Psychoanalysis

(Date Submitted)

Graduation Committee
(Name), Advisor
(Name), Mentor
(Name), Supervisor
(Name), Reader
(Name), CPC Reader

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The First Final Draft of Graduation Paper Description and Expectations

The first final draft, submitted to the graduation committee for evaluation and feedback is a coherent and completed paper. It includes:

1. An Abstract or summary of the paper.
2. In the introduction a thesis and/or statement of the problem and/or focused question.
3. In the body of the paper a literature review that supports and illuminates the thesis, problem, or question.
4. In the body of the paper clinical material, if relevant.
5. A discussion and conclusion deriving from the literature review and clinical material.
6. A bibliography in acceptable professional psychoanalytic form.

Please note: This may be the first of several drafts.

*Description of Graduation paper Abstract:

The Abstract is a summary of the contents of your project, a synopsis of what you have written about. It should begin with a compressed or condensed statement of your purpose in writing this work; should include concise details of the main argument you are making and how you are making it; and end with a summary statement, your conclusion or conclusions. The Abstract should be both internally consistent and consistent with the project itself.
Required format for Graduation Project Title Page

Title

by

Name of Candidate

Submitted in partial fulfilment of the requirements for the degree of

Psy.D.

Institute of Contemporary Psychoanalysis

(Date Submitted)

Graduation Committee
(Name), Advisor
(Name), Supervisor
(Name), Mentor
(Name), Mentor
(Name), CPC Representative
### DOCUMENT HISTORY LOG

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<td>Kathleen Burr</td>
<td>Executive Director</td>
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<td>Emiko Gerber</td>
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<td>Michelle Bernstein</td>
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<td>Program Administrator</td>
<td>Sec. 1, B. 7, Criteria for Grad paper and Sec II, B: 7. Criteria for Grad Project – Patient consent added</td>
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<td>Program Administrator</td>
<td>Change made to Time Requirements for Participation in June Graduation Ceremony, page 6 and 7.</td>
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<td>Added clarification to Sec 1, B. 7, Criteria for Grad Paper Addded clarification to Sec II, B: 7, Criteria for Grad Project Change made to Grad Project, E1, page 11 &amp; 12.</td>
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<td>Corrected oversight of CPC deadline for final paper/project from January to November on page 7, section 4.</td>
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<td>Program Administrator</td>
<td>Modifications, clarifications, and additions to manual via Helen Ziskind, CPC Chair.</td>
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