



# CATALOGUE

**ACADEMIC YEAR 2011-12**

# CATALOGUE

## TABLE OF CONTENTS

## PAGE

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Introduction .....	i
Structure IPA – CIPS .....	ii
Chart of Organization Structure .....	iii
Composition of Board and Committees .....	iv
Calendar and Job Description of Committees .....	1-21
Availability of Instructional Materials: Bookstores and Libraries .....	22-23
The Philosophy, Policy and Procedure of Evaluations and Candidate Progression, Guidelines for Membership and Psy.D. Paper .....	24-32
Notice of Candidate’s Rights, Grievance Procedures and Access to Information .....	33
Principles of Ethics for Psychoanalysis .....	34-41
The Constitution and By-Laws of Association of Candidates and Clinical Associates (ACCA) .....	42-44
<i>LAISPS Forms</i>	
The Referral Service .....	45-46
CME Mission Statement .....	47
Candidate Activities and Services .....	48-51
Admissions Policy and Requirements .....	52-54
LAISPS Guidelines for Appointment to Training Supervising Analyst .....	55-59
Research Psychoanalyst, Transfer Candidates .....	60-63
General Information .....	64
Tuition and Fees, Policies for Cancellation and Refund .....	65-68
Institute Programs and Curriculum, Training & Psy.D. in Psychoanalysis .....	69-85
Doctor of Philosophy in Psychoanalysis.....	86-102
Training and Supervision Analysts, Institute Faculty, Members and Associate Members of the Society, Clinical Associates of the Society, Institute Candidates, Past Presidents and In Memoriam .....	103-108
Miscellaneous Information	109-110

## **INTRODUCTION**

The Catalogue is designed to describe the function and procedures of LAISPS' committees and educational programs. It is intended to supplement the By-Laws, Training Program brochure, and other LAISPS documents. This is a working document to be revised annually. Any questions should be directed to the Chair of the Education Committee.

*2010 – 2011 Edition*

**The IPA and the CIPS  
And LAISPS' Relationship to Them**

**Fall 2010**

**INTERNATIONAL PSYCHOANALYTIC ASSOCIATION**

**STRUCTURE OF THE IPA**

**EXECUTIVE COMMITTEE**

VARIOUS  
COMMITTEES  
(appointed)

PRESIDENT (elected)  
SECRETARY (appointed)  
TREASURER (elected)  
PRESIDENT-ELECT (by invitation)  
SECRETARY-DESIGNATE (by invitation)  
3 MEMBERS FROM THE BOARD OF REPRESENTATIVES  
(1 FROM EACH REGION, elected by Board of Representatives)

**IPA BOARD OF REPRESENTATIVES**

VARIOUS  
COMMITTEES  
(appointed)

21 REPRESENTATIVES, 7 FROM EACH GROUP OF THE 3 REGIONS  
(Nominated by regional nominating committees and elected by the IPA membership)

**COMPONENT SOCIETIES OF THE IPA**

(Independent societies, including LAISPS and PCC)

**REGIONAL ASSOCIATION OF THE IPA**

(The American Psychoanalytic Association and its affiliate societies, including the New Center)

**ASSEMBLY OF THE PRESIDENTS OF THE SOCIETIES**

**PROVISIONAL SOCIETIES OF THE IPA**

**STUDY GROUPS OF THE IPA**

**DIRECT MEMBERS OF THE IPA**

(not affiliated with any society)

**THE INTERNATIONAL PSYCHOANALYTIC STUDIES ORGANIZATION (IPSO)** (candidate association)

**REGIONS OF THE IPA**



AMERICAN PSYCHO-ANALYTIC ASSOCIATION	CANADIAN PSYCHO-ANALYTIC SOCIETY	CONFEDERATION OF INDEPENDENT PSYCHO-ANALYTIC SOCIETIES (CIPS)
NEW YORK FREUDIAN SOCIETY	JAPAN PSYCHOANALYTIC SOCIETY	PSYCHOANALYTIC INSTITUTE OF NORTHERN CALIFORNIA (PINC) (Provisional)

**STRUCTURE OF CIPS**

**CIPS BOARD OF DIRECTORS**

VARIOUS  
COMMITTEES  
(appointed)

PRESIDENT (elected) SECRETARY (elected) TREASURER (elected) 12 DIRECTORS (2 from each member society and direct member group, appointed or elected at the discretion of each affiliate group)
---

**MEMBERS**

INSTITUTE FOR PSYCHO-ANALYTIC TRAINING AND RESEARCH (IPTAR)	LOS ANGELES INSTITUTE AND SOCIETY FOR PSYCHO-ANALYTIC STUDIES (LAISPS)	PSYCHOANALYTIC CENTER OF CALIFORNIA (PCC)
NORTHWESTERN PSYCHO-ANALYTIC SOCIETY (NPS)	SAN FRANCISCO INDEPENDENT PSYCHOANALYTIC SOCIETY (IPS)	DIRECT MEMBERS (not affiliated with any CIPS society)

**CIPS FUNCTIONS**

- CIPS COMMITTEES (Public Policy, ByLaws, New Groups, Programs, et al.)
- LIAISON TO THE IPA
- REPRESENTATION IN NAPsaC
- LIAISON TO THE AMERICAN PSYCHOANALYTIC ASSOCIATION
- POLITICAL ACTION (Licensing, Certification, Accreditation, et al.)

CALIFORNIA PSYCHO-ANALYTIC CONFEDERATION (CAPsaC)
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**LOCAL IPA SOCIETIES**

LOS ANGELES INSTITUTE AND SOCIETY FOR PSYCHOANALYTIC STUDIES (LAISPS)  
 THE NEW CENTER (formerly LAPSI AND SCPS/I)  
 PSYCHOANALYTIC CENTER OF CALIFORNIA (PCC)

**ORGANIZATIONAL CHART OF THE LOS ANGELES INSTITUTE AND  
SOCIETY FOR PSYCHOANALYTIC STUDIES**

**Board of Directors**

*Executive Committee*

President

Thomas P. Helscher, Ph.D.

President-Elect

Lynn Goren, Ph.D.

Secretary

Peggy Porter, Ph.D.

Treasurer

Diane L. Mink, Ph.D.

Past-President

Beth I. Kalish, Ph.D.

Director of Training Education Committee

Linda Sobelman, Ph.D.

Member-at-Large

Maureen S. Baum, Ph.D.

Candidate Representative

Sandra Wilder-Padilla, Ph.D.

Member-at-Large

Nancy Caro Hollander, Ph.D.

Member-at-Large

Mariann Hybels Miller, Ph.D.

Education Committee

Linda Sobelman, Ph.D.

Admissions Committee

Jill Model Barth, Ph.D.

Ph.D. Committee

Pamela P. Dirham, Ph.D.

Committee of Training Analysts

Deborah R. Shaw, Ph.D.

Faculty Council

Sandra Garfield, Ph.D.

Progression Committee

Lynn Goren, Ph.D.

Curriculum Committee

Beth I. Kalish, Ph.D.

Secretary

Roberta E. Mirisch, LCSW

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Standing Committees

Executive Committee

Thomas P. Helscher, Ph.D.

Ethics, Estate Planning Committee

Harriet Wrye, Ph.D.

CME Committee

Jacqueline W. Lichtenstein, M.D.

Research & Publications Committee

Coordinator LAISPS Computert Syllabi Bank

Daniel Paul, Ph.D.

Referral Service Committee

Lucia M. Tripodes, Ph.D.

Sharon Salfas, Ph.D.

Program Committee: Workshops/Scientific

Alan P. Spivak, Ph.D.

Community Relations Committee

Lucia Tripodes, Ph.D.

Steven Isaacman, Psy.D.

Extension Committee

Kathleen M. Campbell, Psy.D.

Craig P. Wagner, Ph.D.

Membership Committee

Michael Diamond, Ph.D.

Nominations & Elections Committee

Beth I. Kalish, Ph.D.

Psychoanalytic Psychotherapy Certificate Program

Jill Model Barth, Ph.D., Psy.D.

Professional Affiliates w/ LAISPS (PALS)

Lynn Goren, Ph.D.

Trauma Center Program

Carol Tanenbaum, Ph.D.

The Soldiers Project

Judith T. Broder, Ph.D.

Library Committee

Lorraine R. Barak, M.A.

By-laws Committee

Terrence McBride, Psy.D.

CIPS Board of Directors Rep.

Pamela P. Dirham, Ph.D.

## COMPOSITION OF BOARD AND COMMITTEES

### **Board of Directors**

Thomas P. Helscher, Ph.D.	President
Beth I. Kalish, Ph.D.	Past-President
Lynn Goren, Ph.D.	President-Elect
Peggy Porter, Ph.D.	Secretary
Diane L. Mink, Ph.D.	Treasurer
Linda Sobelman, Ph.D.	Director of Training/Chair of Education
Maureen Baum, Ph.D.	Member-At-Large
Nancy Caro Hollander, Ph.D.	Member-At-Large
Mariann Hybels Miller, Ph.D.	Member-At-Large
Sandra Wilder-Padilla, Ph.D.	Candidate Representative

### LAISPS Standing Committees: For Your Information

#### Executive Committee:

Thomas P. Helscher, Ph.D.	President
Lynn Goren, Ph.D.	President-Elect
Peggy Porter, Ph.D.	Secretary
Diane L. Mink, Ph.D.	Treasurer

### **Institute**

#### Education Committee

Linda Sobelman, Ph.D.	Chair/Directory of Training
Pamela P. Dirham, Ph.D.	Chair, Ph.D. Committee
Jill Model Barth, Ph.D.	Chair, Admissions Committee
Sandra Garfield, Ph.D.	Chair, Faculty Council
Beth I. Kalish, Ph.D.	Chair, Curriculum
Lynn Goren, Ph.D.	Chair, Progression Committee
Roberta E. Mirisch, LCSW	Secretary
Deborah R. Shaw, Ph.D.	Chari, COTA

Admissions Committee

Jill Model Barth, Ph.D.	Chair
Judith Broder, M.D.	Member
Lynn Goren, Ph.D.	Member
Thomas P. Helscher, Ph.D.	Member
Sharron Hollman, Psy.D.	Member
Deborah R. Shaw, Ph.D.	Member
Peter Wolson, Ph.D.	Member

Committee of Training Analyst

Peter Wolson, Ph.D.	Chair
James E. Bews, Ph.D.	Member
Hedda Bolgar, Ph.D.	Member
Michael J. Diamond, Ph.D.	Member
Corrine L. Hatton, Ph.D.	Member
Thomas P. Helscher, Ph.D.	Member
Sandra Garfield, Ph.D.	Member
Beth I. Kalish, Ph.D.	Member
Terrence McBride, Psy.D.	Member
Carole W. Morgan, Ph.D.	Member
Norman C. Oberman, Ph.D.	Member
Daniel Paul, Ph.D.	Member
Peggy Porter, Ph.D.	Member
Charlotte Riley, Psy.D.	Member
Joy Schary, Psy.D.	Member
Carolyn B. Shaddock, Ph.D.	Member
Deborah R. Shaw, Ph.D.	Member
Linda Sobelman, Ph.D.	Member
Alan P. Spivak, Ph.D.	Member

Curriculum Committee

Beth I. Kalish, Ph.D.	Chair
Alan P. Spivak, Ph.D.	Member
Janet G. Woznica, Ph.D.	Member

### Faculty Council

Sandra Garfield, Ph.D.	Chair
Jill Model Barth, Ph.D.	Member
Hedda Bolgar, Ph.D.	Member
Michael J. Diamond, Ph.D.	Member
Pamela P. Dirham, Ph.D.	Member
Morris N. Eagle, Ph.D.	Member
William L. Edkins, Ph.D.	Member
Mark Fish, Ph.D.	Member
Sandra Garfield, Ph.D.	Member
Lynn Goren, Ph.D.	Member
Corrine L. Hatton, Ph.D.	Member
Thomas P. Helscher, Ph.D.	Member
Nancy Caro Hollander, Ph.D.	Member
Carl Hoppe, Ph.D.	Member
Susan M. Jay, Ph.D.	Member
Sylvia Hirsch Jones, Ph.D.	Member
Beth I. Kalish, Ph.D.	Member
Jessica A. Lehman, Ph.D.	Member
Terrence McBride, Psy.D.	Member
Carole W. Morgan, Ph.D.	Member
Howard J. Newman, Ph.D.	Member
Norman C. Oberman, Ph.D.	Member
Lori C. O'Brien, Ph.D.	Member
Daniel Paul, Ph.D.	Member
Stephen H. Portuges, Ph.D.	Member
Charlotte Riley, Psy.D.	Member
Joy Schary, Psy.D.	Member
Geraldine Schick, Psy.D.	Member
Marjorie Schuman, Ph.D.	Member
Carolyn B. Shaddock, Ph.D.	Member
Deborah R. Shaw, Ph.D.	Member
Linda Sobelman, Ph.D.	Member
Alan P. Spivak, Ph.D.	Member
Valérie Rubinstein von Raffay, Ph.D.	Member
Peter Wolson, Ph.D.	Member
Janet G. Woznica, Ph.D.	Member

Ph.D. in Psychoanalysis Committee

Pamela P. Dirham, Ph.D.	Chair
Hedda Bolgar, Ph.D.	Member
Jacqueline W. Lichtenstein, M.D.	Member
Beth I. Kalish, Ph.D.	Member

Progression Committee

Lynn Goren, Ph.D.	Chair
Sharron Holman, Psy.D.	Member
Charlotte Riley, Psy.D.	Member

Association of Candidates and Clinical Associates (ACCA)

Sandra Wilder-Padilla, Ph.D.	Chair
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**Society**

By-Laws Committee

Terrence McBride, Psy.D.	Chair
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CME Committee

Jacqueline W. Lichtenstein, M.D.	Chair
Judith T. Broder, M.D.	Member
Deborah R. Shaw, Ph.D.	Member
Alan P. Spivak, Ph.D.	Member

Community Relations Committee

Lucia Tripodes, Ph.D.	Chair
Steven Isaacman, Psy.D.	Co-Chair
Sharon Salfas, Ph.D.	Member
Valérie vonRaffay, Ph.D.	Member

Ethics Committee

Harriet K. Wrye, Ph.D.	Chair
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Extension Division Committee

Kathleen M. Campbell, Psy.D.	Co-Chair
Craig P. Wagner, Ph.D.	Co-Chair

Library Committee

Lorraine R. Barak, M.A.	Chair
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Membership Committee

Michael J. Diamond, Ph.D.	Chair
James Daehnert, Ph.D.	Member
Sandra Garfield, Ph.D.	Member
Sylvia Hirsch Jones, Ph.D.	Member
Marjorie Schuman, Ph.D.	Member
Alan P. Spivak, Ph.D.	Member
Deborah R. Shaw, Ph.D.	Member

Nominations and Elections Committee

Beth I. Kalish, Ph.D.	Chair
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Professional Affiliates with LAISPS (PALS)

Lynn Goren, Ph.D.	Chair
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Program Committee

Alan P. Spivak, Ph.D.	Chair
Elizabeth Berlese, Ph.D.	Member
Pamela P. Dirham, Ph.D.	Member
Jacqueline Lichtenstein, M.D.	Member
Dan Paul, Ph.D.	Member

Psychoanalytic Psychotherapy Certificate Program

Jill Model Barth, Ph.D.	Chair
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Referral Service Committee

Lucia M. Tripodes, Ph.D.	Co-Chair
Sharon Salfas, Ph.D.	Co-Chair

Research and Publications Committee

Chair

Coordinator LAISPS Computer Syllabi Bank

Daniel Paul, Ph.D.	Chair
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Ernest S. Lawrence Trauma Center

Carol Tanenbaum, Ph.D.	Chair
Corrine Hatton, Ph.D.	Member
Beth I. Kalish, Ph.D.	Member
Geraldine Schick, Psy.D.	Member

The Soldiers Project

Judith Broder, M.D.	Chair
Carol Tanenbaum, Ph.D.	Member

## CALENDAR for 2010 - 2011

### A. *THE INSTITUTE*

#### THE EDUCATION COMMITTEE

- July 2010-August 2011 Final approval of class schedule and admissions.
- September 2010 New Education Committee is seated. Begin to track progress of candidates in class. Track the progress of Admissions Committee as it processes applicants. Review evaluations of candidates and instructors.
- Sept. 2010-June 2011 Meet every third Tuesday on a monthly basis.
- May 2011 Prepare report for annual membership meeting.

#### a. ADMISSIONS COMMITTEE

- April 2010-August 2011 Standing committee meets on an as needed basis to process applications for admission to the Institute. Individual members meet with the new applicant. Committee then meets as a whole to review the interviews.
- August 2010-July 2011 Committee as a whole continues to meet on an as needed basis to review applications.

#### b. COMMITTEE OF TRAINING ANALYSTS (COTA)

- Sept. 2010-June 2011 Meet as needed.

#### c. CURRICULUM COMMITTEE

- Sept. 2010-June 2011 Meet as needed to evaluate the curriculum and the candidate's response to it.

#### d. FACULTY COUNCIL

- Sept. 2010-June 2011 Meet four times a year as prescribed by the By-Laws of the Institute. At the end of each semester, organizes evaluation of the academic program and makes recommendation to the Education Committee.
- May 2010-July 2011 Schedule of classes submitted for approval to the Education Committee for 2010 – 2011. Instructors are recruited from the Institute faculty. Instructors from outside the Institute are engaged for specialty courses. Candidates, courses and faculty are then coordinated.
- Dec. 2010-Jan. 2011 Attend to adjustments of curriculum for spring semester subject to approval of the Education Committee.

e. Ph.D. in PSYCHOANALYSIS COMMITTEE

June 2011	Presentation to Board of Directors and members at annual membership meeting on the current status of Candidates' progress in the Ph.D. Program.
June 2011	Announcement of Gonda Scholarship if scholarship is awarded.
August - Sept. 2010	Update LAISPS Catalogue for distribution at fall convocation.
Sept. 2010 - June 2011	Meets as needed.
July 2010-June 2011	Committee Chair attends Education Committee meetings, held monthly on every third Tuesday, and reports on education issues that affect the Ph.D. Program.  Maintain network of communication with the Board on issues of policy that need to be ratified.  Chair serves as liaison with State of California Council for Private Postsecondary and Vocational Education.
July 2010-June 2011	Maintain communication with other Institute committees to develop ways of reaching mental health audiences to promote the Ph.D. Program.
July 2010-June 2011	Consult with and advise students as they advance to candidacy in the Ph.D. Program. Arrange for additional classes as needed.

CLASS SCHEDULE:

Philosophy of Science (16 classes)  
Research Methods I (16 classes)  
Research Methods II (16 classes)

ACADEMIC OUTCOMES

All Ph.D. Candidates move through identical stages:  
Progression,  
Completion of requirements,  
Advancement to candidacy,  
Preliminary dissertation orals,  
Final dissertation orals,  
Granting of Ph.D. in Psychoanalysis.

Outcomes are reached as individuals achieve desired competencies.

f. PROGRESSION COMMITTEE

July 2010-June 2011

Progression, a standing committee of the Education Committee, meets monthly every third Tuesday. Keeps track of every Candidate in the Institute. Monitors the flow of evaluations of Candidates from faculty and supervisors. Meets with Candidates when necessary. Reports back to the Education Committee. When necessary, the Progression chair will form an Ad-hoc committee comprised of supervisors and faculty that have been involved if a candidate is having difficulty progressing satisfactorily.

g. ASSOCIATION OF CANDIDATES AND CLINICAL ASSOCIATES

Sept. 2010-June 2011

Meets monthly in order to discuss issues pertaining to educational needs, and to hear reports from candidates participating on Society and Board committees, and in community activities.

The Candidate representative on the Board reports on relevant information discussed at the Board Meetings to obtain feedback from candidates, and then to report back to the Board and also takes concerns raised in these meetings back to the Board. The Candidate representative also communicates monthly with an Education Committee member to give and obtain information.

## CLASS SCHEDULE

Classes Begin: September 29, 2010

Holidays: November 24, December 1, 22, 29, 2010, April 20, 2011

Classes end: June 8, 2011

Please note that courses are offered for varying numbers of weeks. All classes are held Wednesday afternoon, 4-6, and 6-8 PM, unless otherwise indicated, at LAISPS classrooms 12011 San Vicente Blvd., B3, Los Angeles, California 90049

### FIRST YEAR CLASS:

Fall and Spring Semester:

Infant Observation Seminar

Psychoanalytic Technique I: Basic Clinical Concepts

Psychoanalytic Theory I: Freud

Psychoanalytic Theory of Development I: Infancy & Early Childhood

Introduction to Technique: On Becoming a Psychoanalyst

### SECOND YEAR CLASS:

Fall and Spring Semester:

Psychoanalytic Technique II: Further Technical Issues

Psychopathology I

Psychoanalytic Theory II

Psychoanalytic Theory Of Development I: Infancy & Early Childhood

Continuous Case Conference I

### THIRD YEAR CLASS:

Fall and Spring Semester:

[None for the 2010-11 Academic year.]

Psychoanalytic Theory III

Psychoanalytic Technique III: Theory of Dream Interpretation

Psychopathology II

Continuous Case Conference II

### FOURTH YEAR CLASS:

Fall and Spring Semester:

Psychoanalytic Theory of Development II: Latency and Adolescence

Technique IV: Advanced Technique

Psychopathology III

Continuous Case Conference III

Electives

Culture and Psychoanalysis

B. *THE SOCIETY*

**FISCAL YEAR begins September 1, and ends August 31.**

BY-LAWS COMMITTEE

Sept. 2010-June 2011

Committee meets on an as needed basis when revision of the By-Laws have been proposed and voted on by the Board.

CME COMMITTEE

June 2010-June 2011

The Committee meets at least twice a year (more often if necessary) to oversee the educational activities of the Program and Extension committees. Its function is to ensure that these activities are in accord with the CME Mission Statement and comply with the Institute for Medical Quality/California Medical Association CME Accreditation Standards.

COMMUNITY RELATIONS COMMITTEE

Sept. 2010-June 2011

Committee meets monthly to monitor, and to act as consultant to other committees involved in contact with the mental health community or the public at large. This committee also oversees the Open House, Speakers Bureau, consisting of Institute Members and Candidates offering talks on a variety of psychoanalytically oriented topics to different mental health clinics, hospitals and institutions.

Recruiting Sub-Committee, in consultation with the Education Committee is responsible for organizing activities involving recruitment of new Candidates, meeting on an as needed basis.

CONFEDERATION OF THE INDEPENDENT PSYCHOANALYTIC SOCIETIES (CIPS) BOARD OF DIRECTORS REPRESENTATIVES

June 2010 – June 2011

Two representatives of LAISPS participate in regular conference call meetings and reports monthly to the LAISPS Board regarding committee activities and matters of policy.

ETHICS COMMITTEE

Sept. 2010-June 2011

No issues are currently pending for the consideration of the Ethics Committee.

### EXTENSION DIVISION

September 2010

Review short courses submitted for Winter/Spring program. Develop text for new courses. Finalize arrangements for Fall Series. Organize material including dates, times and fees for brochure.

January 2011

Begin Extension Program for Winter/Spring semester.

March 2011

Assess ongoing program.

June 2011

Review outcome of courses for the year.  
Prepare report for annual meeting.

### LIBRARY COMMITTEE

May 2011

Preparation of report to be presented to the Board in June, outlining options for housing rare books and for organizing a check-out system.

The Librarian of the Institute will be in charge of checking in and out of library books. She will order new holdings as requested.

### MEMBERSHIP COMMITTEE

Sept. 2010-June 2011

Committee becomes active only when an interested party applies to the Institute for membership. Applications for membership in the Institute are directed to this Committee. Inquiries are sent to all members in the Institute requesting any information or reactions pro and con, substantiated by reliable evidence about the new applicant. Appropriate action is thereby initiated to either admit the new applicant for membership, or to establish a procedure to elicit further information on which to base acceptance. All information is directed to the Board, where the final decision rests.

### NOMINATIONS COMMITTEE

April 2011

Send out Call For Nominations for openings on the Board of Directors.

May 2011

Send out ballots for voting. Count ballots.

June 2011

Announce results at the annual membership meeting.

### PROFESSIONALS AFFILIATED WITH LAISPS (PALS) COMMITTEE

Sept. 2010-June 2011

Committee meets twice a year. Shares ideas for group learning. Explores ways to link PALS with the Institute and Society. Makes recommendations regarding the formation of future PALS groups.

## PROGRAM COMMITTEE

May 2010	Begin preparation for Fall Workshop. Meets bi-weekly to discuss possible speakers, topics, and make arrangements for the workshop.
Sept. 2010	Flyers promoting Fall Workshop go out to public.
Sept. 2010-June 2011	Committee meets quarterly to plan Scientific Meetings. Members read papers that are submitted for meetings. Members and Candidates are encouraged to submit original scientific papers. Committee decides on the papers and speakers, discussants, location, and promotion of meetings.  Six weeks in advance of each Scientific Meeting, brochures are mailed to mental health community.
Oct. 2010	Preparations begin for Spring Workshop.
Nov. 2010	Fall Workshop.
Dec. 2010-March 2011	Continue plans for Workshop. Finalize details. Send out flyers to announce Workshop.
April 2011	Spring Workshop
May 2011	Prepare report for annual membership meeting. Begin planning for Fall Workshop.

## PSYCHOANALYTIC PSYCHOTHERAPY CERTIFICATE PROGRAM COMMITTEE

Sept. 2010–June 2011	The Committee coordinates all aspects of the Psychoanalytic Psychotherapy Certificate Program on an on-going basis throughout the year. The Committee's responsibilities include designing the curriculum, assigning instructors for classes and supervision groups, assessing the suitability of applications to participate in the Program coordinating the administrative duties, and evaluating the overall functioning of the Program. The Committee creates the brochures and flyers describing the program and places on-going advertising in mental health publications. Additionally, the committee monitors the students' progress in completing the requirements for graduation and the students' eligibility to receive CEU credits. The Committee plans an orientation dinner for new students and instructors the week before classes begin and a graduation dinner the week after the end of classes in which students receive a Certificate in recognition of the completion of the program.
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### REFERRAL SERVICE COMMITTEE

- |                      |  |
|----------------------|--|
| Sept. 2010-June 2011 | Committee meets quarterly. Issues that are addressed are: Evaluation of the Referral Service, correct the problems, revise procedures, update Candidate list, and discuss ways to increase visibility. |
| May 2011             | Preparation for Annual report; review number of applicants served. Also review number that followed through, and any changes made in delivery of service.  |

### RESEARCH AND PUBLICATIONS COMMITTEE

- |                      |  |
|----------------------|--|
| May 2011             | Collection of professional articles written by Institute Members and Candidates. Preparation for Annual Report.  |
| Sept. 2010-June 2011 | Committee meets quarterly.<br>Professional articles are made available to other Institute Members and Candidates for consultation and research.<br>Encourage, support and establish a structure for people interested in writing and publishing psychoanalytic research on a professional level. |

### TRAUMA CENTER PROGRAM COMMITTEE

- |                      |  |
|----------------------|--|
| Sept. 2010-June 2011 | Committee meets monthly.<br>Provides therapists for community outreach projects.<br>Researches new outreach possibilities and follow-up for “at-risk” populations. Discusses and collects related publications in the area of Community Psychoanalysis, supports the interest in Community Psychoanalysis whether it be in the area of therapy, teaching, publishing, or presenting professional papers. |
|----------------------|--|

## JOB DESCRIPTIONS FOR POSITIONS ON THE ORGANIZATIONAL CHART

(Numbers in parentheses correspond to numbers denoting positions on the Organizational Chart.)

### **President of the Board of Directors:**

The President of the Board of Directors will ensure the stability of LAISPS while upholding high standards concerning the quality of education, ethical and business practices, educational facilities, health and safety and fiscal responsibility subject to the provisions and limitation of the California Nonprofit Public Benefit Corporations law and any other applicable laws and regulations, and subject to any limitations in the Articles of Incorporation or in the Los Angeles Institute and Society for Psychoanalytic Studies (LAISPS) By-Laws regarding actions that require approval of the Members, the corporation's activities and affairs shall be managed, and all corporate powers shall be exercised, by or under the direction of the Board. The authorized number of Directors of the Corporation shall be nine (9). No more than forty nine percent (49%) of the Directors, but not less than forty of the nine (9) percent Directors, shall be "interested persons." For purposes of this Section, an "Interested Person" is: any person currently being compensated by the corporation for services rendered to it within the previous twelve (12) months, whether as full or part-time employee, independent contractor or otherwise; but excluding any reasonable compensation paid to a Director as a Director; and any brother, sister, ancestor, descendant, spouse, brother-in-law, sister-in-law, son-in-law, mother-in-law, or father-in-law of any person described within this paragraph.

### **Non-interested Persons**

At least fifty-one percent (51%) of the Directors, but no more than four (4) of the nine (9) Directors, shall be persons who are Non-interested Persons.

### **Candidate Representative**

One of the nine (9) Directors shall be the person selected as the candidate of the candidate organization of the Institute, who may not be an Interested Person. The term of such Directorship shall be for one year and until a successor has been designated and qualified, or until otherwise removed as provided in the following section.

### **Events Causing Vacancy**

A vacancy or vacancies on the Board shall exist on the occurrence of the following:

1. The death or resignation of any Director;
2. The declaration by resolution of the Board of a vacancy in the office of a Director who has been declared of unsound mind by an order of the court, convicted of a felony, or found by final order of judgment of any court to have breached a duty under Article 3 of Chapter Two of the California Nonprofit Public Benefit Corporation Law; or
3. A vote of three-fourths (3/4) of the members to remove any Director or Directors;
4. An increase in the Authorized number of Directors; or

5. The failure of the Members, at any meeting of members at which any Director or Directors are to be elected, to elect the number of Directors required to be elected at such meeting; and
6. With respect only to the Director who is the candidate representative, by a vote for removal of three-fourths (3/4) of the members of the candidate as verified to the Board by the Director of Training; or upon the finding of the Director of Training as verified by the Board that such Director is not currently a Candidate in good standing of the Institute.

### **Resignation**

Except as provided herein, any Director may resign by giving written notice to the President or Secretary of the corporation. The resignation shall be effective when the notice is given unless it specifies a later time for the resignation to become effective. The Board may elect a successor to take office as of the date when the resignation becomes effective. However, except on notice to the Attorney General of California, no Director may resign if the corporation will be left without any duly elected Director.

### **Filling Vacancies**

Vacancies on the Board may be filled by a majority of the Directors then in office, even without a quorum, or by a sole remaining Director. The Members may fill any vacancy or vacancies not filled by the Directors.

### **No Vacancy on Reduction in Number of Directors**

No reduction of the authorized number of Directors shall have the effect of removing any Director before the Director's term of office expires.

### **Annual Meeting**

Immediately after each annual meeting of members, the Board shall meet for the purpose of organization, and transaction of other business. Notice of this meeting is not required.

### **Other Regular Meetings**

The Board may fix, from time to time, by written resolution, the time and place of other regular meetings of the Board, which may be held without further notice at such fixed time and place.

### **Special Meetings**

Special meetings may be called by the President or by any two Directors.

### **Notice**

Notice of the time and place of special meetings shall be given to each Director by one of the following methods:

- (1) By personal delivery of written notice;
- (2) By First Class Mail, postage prepaid.

Notice shall be delivered or mailed not less than one week prior to the time set for the meeting.

### **Quorum**

A majority of the authorized number of Directors shall constitute a quorum for the transaction of business, except to adjourn. Every action taken or decision made by a majority of the Directors present at a duly-held meeting at which a quorum is present shall be the act of the Board, subject to the more stringent provision of the California Nonprofit Public Benefit Corporation law, including, without limitation, those provisions relating to:

- (1) Approval of contracts or transactions on which a Director has a direct or indirect material financial interest;
- (2) Approval of certain transactions between corporations having common directorships;
- (3) Creation of, and appointments to, committees of the Board;
- (4) Indemnification of Directors. The meeting at which quorum is initially present may continue to transact business, despite the withdrawal of directors, if any action taken or decision made is approved by at least a majority of the required quorum for that meeting.

### **Waiver of Notice**

Notice of a meeting need not be given to any Director who, either before or after the meeting signs a waiver of notice, a written consent to the holding of the meeting, or an approval of the minutes of the meeting. The waiver of notice of consent need not specify the purpose of the meeting. All such waivers, consents, and approvals shall be files with the corporate records of made a part of the minutes of the meetings. Notice of a meeting need not be given to any Director who attends the meeting and does not protest, before or at the commencement of the meeting, the lack of notice to such Director.

### **Adjournment**

A majority of the Directors present, whether or not a quorum is present, may adjourn any meeting to another time and place. Notice of the time and place of holding an adjourned meeting need not be given unless the original meeting is adjourned for more than the twenty-four (24) hours, in which case notice of any adjournment to another time and place shall be given before the time of the adjourned meeting, to the Directors who are not present at the time of the adjournment.

### **Action without a meeting**

Any action that the Board is required or permitted to take may be taken without a meeting if all of the Directors individually or collectively consent in writing to the action; provided, however, that the consent of any Director who has a material financial interest in a transaction to which the corporation is part and who is an “interested Director” as defined in Section 5233 of the California corporations code, shall not be required for approval of that transaction. Such action by written consent shall have the same force and effect as the unanimous vote of such Directors. All such consents shall be filed with the minutes of the proceedings of the Board.

### **Advice to members**

The minutes of all meetings of the Board of Directors or a summary thereof, shall be mailed to all members by the method specified for the giving of notice of meetings to members.

### **Creation and powers**

The Board, by resolution adopted by a majority of the Directors then in office, provided a quorum is present, may create one or more ad hoc committees to serve at the authority of the Board as it shall designate by written resolution, except that pursuant to the California nonprofit corporation law, no committee, regardless of resolution may:

1. Take any final action on any matter that, under California Nonprofit Public benefit Corporation law also requires approval of the members of approval of a majority of all members;
2. Fill vacancies on the Board or on any Committee that has the authority of the Board;
3. Fix compensation of the Directors for serving on the Board or on any committees;
4. Amend or repeal By-laws or adopt new By-laws;
5. Amend or repeal any resolution of the Board that its express terms is not so amendable or appealable;
6. Create any other committees of the Board or appoint the members of the committees of the Board;
7. Expand corporate funds to support a nominee for Director after more people have been nominated for Director than be elected; or
8. Approve any contract or transaction in which one or more of the Directors has a material financial interest, except as approval is otherwise provided for in section 5233 n (dx3) of the California Corporations code.

### **Meetings and Actions of Committees of the Board**

Meetings and actions of the committees of the Board shall be governed by, held, and taken in accordance with the provisions of the by-laws concerning meetings and other Board actions except that the time for regular meetings of such committees and the calling of special meetings by such committees may be determined either by Board resolution, or if there is none, a resolution of such committee. Copies of the minutes of each meeting of any committee shall be kept and shall be filed with the corporate records. The Board may adopt rules for the government of any committee, provided they are consistent with these By-laws or, in the absence of rules adopted by the Board, the committee may adopt such rules.

### **Officers**

The officers of this corporation shall be the following: President, President-Elect, Secretary, and Treasurer.

### **Resignation**

Any officer may resign at any time by giving written notice to the corporation. The resignation shall take effect as of the date the notice is received or at any later time specified in the notice, the resignation need not be accepted to be effective.

### **Vacancies**

A vacancy in any office for any cause shall be filled in the manner prescribed in the By-laws for regular appointments to that office. A person filling a vacancy shall hold office until the end of the term of such office.

### **Duties of Officers**

Except as may be otherwise prescribed by the Board, the duties of the officers of the corporation shall be as follows:

#### **President**

The President shall exercise general supervision over the affairs of the corporation, The President shall preside at all meetings of the Board and of the Members, and shall serve as an ex-officio, non-voting member on all committees. The President shall serve a term of two years.

#### **President-Elect**

The President-Elect shall assume the duties of the President in the absence of the latter, and shall have such additional duties as may be designated by the Board. The President-Elect shall serve a term of one year.

#### **Secretary**

The Secretary shall keep minutes of the meetings of the Board and of the Membership, shall be the custodian of all corporate records, shall give or cause to be given such notices as are required by these By-laws, and perform such other duties as designated by the President of the Board. The Secretary shall serve a term of two years.

#### **Treasurer**

The Treasurer shall be the custodian of all corporate funds and regularly keep the Board informed of the financial condition of the corporation. After audit/financial review and approval by the Board, the Treasurer shall present to the Board, annually or otherwise at the Board's request, a summary statement of the financial standing of the corporation. The Treasurer shall serve a term of two years.

THE INSTITUTE  
COMPOSITION OF THE INSTITUTE

**A. Components**

The Institute shall have the following formal components to further the educational and training activities of the corporation: Education Committee, Faculty Council, Committee of Training Analysts, Ph.D. Committee, and a Candidate organization.

**B. Education Committee**

The Chair of the Education Committee will work with the Education Committee to insure the high quality of the educational program, qualifications of the faculty, a level of candidate achievement appropriate to the program, adequate candidate advisement services, academic planning, curriculum development activities, research supervision for Ph.D. candidates and clinical supervision of casework. As a Standing Committee of the Board of Directors the purpose, responsibility, authority, and composition of the Education Committee have been outlined in Subsection V.6.B.6 of these By-laws.

1. The Education Committee shall manage and administer the day-to-day affairs of the Institute in accordance with the policies of the Board, and its Manual of Operations, once approved by the Board, shall have the same authority as these By-laws.
2. The Faculty Council shall nominate a Training Analyst for appointment by the Board to the position of Chair-designate of the Education Committee who shall succeed to the Chair the year following the appointment.
3. The Education Committee Chair shall serve as a voting member of the Board of Directors and shall regularly present to the Board a written summary report of the affairs of the Institute and/or minutes of the Education Committee and its subcommittees. The Board may modify the reporting procedures but may not eliminate the full written report to the membership required at the Annual Meeting, which shall become part of the record of the corporation.
4. As an appointee of the Board, the Chair may be removed by a two-thirds (2/3) vote of the Board, in which case the Faculty Council shall submit another nomination. The Faculty Council, may recommend the removal of the Chair by a two-thirds (2/3) vote of the Council in which case the Board will request another nominee for the position.
5. The Chair of the Education Committee shall appoint a member of the Education Committee as liaison to the Candidates' Association.
6. Appeals from decisions of the Education Committee as well as procedural complaints may be lodged with the Board for appropriate action.

**C. Other Chairpersons**

Chairs of committees and other advisory or executive structures of the education and training programs may not be appointed as chair to another component body within the structure of the Institute and may serve as a member of only one other such body with the exception of the Education Committee itself.

**D. Faculty**

The Faculty shall be represented by the Faculty Council, shall be composed of members who have been duly appointed instructors within the past five (5) years and/or have served as supervisors during this period, or have been appointed Training Analysts. Future members of the Faculty Council shall be selected in accordance with such procedures and standards as may be set by the Faculty Council.

1. The Faculty Council recommends the appointment of faculty and submits these recommendations to the Education Committee for approval.
2. The Council may choose its own structure, procedures, and officers. It shall elect a Chair, for a three (3) year term, the elected Chair will serve on the Education Committee. If the Chair is unable for any reason to serve on the Education Committee, another representative may be elected.
3. The Council may consider issues of education and training, form committees, and make recommendations. The minutes, decisions, and recommendations of the Council shall be forwarded to the Education Committee and to the Board in written form.
4. The Council shall meet from time to time as the need arises, but not less than four times during an academic year.
5. The Council, in accordance with Subsection VII.B.2. shall nominate for appointment by the Board the Chair-designate of the Education Committee.

**E. Committee of Training Analysts**

Training Analysts will be represented by the Committee of Training Analysts (COTA), which shall be comprised of the Training and Supervising Analysts in the Society and Institute.

1. This committee shall have the following specific functions:
  - (i) Recommend to the Board of Directors members to be appointed Training and Supervising Analysts. COTA shall establish rules for minimum participation required for functioning as a Training Analyst.
  - (ii) The on-going evaluation of the fitness and functioning of Training Analysts. It may recommend to the Board the temporary or permanent withdrawal of training or supervising responsibilities from a Member. COTA may refer problems directly to the Ethics Committee or to the Board or Education Committee.
  - (iii) Training Analysts are expected to maintain a full range of contributions to the Institute including: analysis of candidates, teaching, supervision and committee work. COTA may recommend changes in the status of Training Analysts based on its evaluation of the functioning of individual Training Analysts.

2. The Committee shall select a chair who shall serve for two (2) years on the Education Committee as a representative of COTA. In the event the Chair is unable to serve in that capacity for whatever reason, another Training Analyst may be selected.
3. COTA shall organize itself with whatever procedures it finds viable to fulfill its functions. All procedures, decisions, and recommendations shall be forwarded to the Board in written form.

**F. Candidate Organization**

Candidates in training may organize themselves in whatever structure best serves their needs. A representative of this body shall serve as a voting member of the Board. Through the Candidate organization, Candidates give voice to their educational needs and maintain active representation on most committees serving the Institute and community.

## COMMITTEES ON THE EDUCATION COMMITTEE NOT OUTLINED AS ABOVE

### **A. Admissions Committee**

The Admissions Committee Chair is appointed by the Director of Training, for a period of three (3) years. At least five members serve on this committee. The Admissions Committee shall establish procedures for the admission of candidates to the educational program, conduct interviews, and make recommendations to the Board for the admission of candidates in accordance with the policies, standards, and requirements set forth by the Board.

### **B. Curriculum Committee**

The Curriculum Committee Chair is appointed by the Director of Training for a period of three (3) years and shall work in conjunction with the Faculty Council to coordinate instructor assignments and curriculum.

### **C. Ph.D. Committee**

The Ph.D. Committee Chair is also the Chief Operations Officer of the Ph.D. Program. The Chair is appointed by the Director of Training for a period of three (3) years. Selection of committee members is at the discretion of the Chair. The Ph.D. Committee shall administer the Ph.D. Program of the Institute. Subcommittees are nominated by the Chair of the Ph.D. Committee and approved by the Education Committee. Duties include the administration of the Ph.D. dissertation procedures and appointment of the Ph.D. course instructors. The Chair of the Ph.D. Program confirms continuing awareness and compliance of Institute operations with legislatively required regulations and policy decisions of the State of California Council for Private Postsecondary and Vocational Education.

### **D. Progression Subcommittee**

The Chair of Progressions is appointed by the Director of Training to serve for a period of three (3) years, and oversees the progress of each candidate. If a candidate is considered to be having difficulty, the Chair of Progressions will convene an ad hoc committee consisting of him/herself as chair and all supervisors to date, as well as faculty that have been involved with the candidate. The committee will address the problem and make recommendations to the Education Committee.

## **STANDING COMMITTEES**

With the exception of the Education Committee and committees of the Education Committee, the Nominations and Elections Committee, and the Advisory Council, the chairpersons of all committees shall be appointed by the President, with the advice and consent of the Board. The term of office for committee chairs shall be two years. The following Standing Committees, alphabetically ordered, shall be responsible to the Board of Directors:

**A. Advisory Council**

The Board shall establish a Advisory Council consisting of distinguished persons who are not members of this organization but by virtue of their standing in the community and experience have an appreciation of psychoanalysis and the work of the Society and Institute and desire to advise and assist in its further development. Members of the Advisory Council are appointed by the Board of Directors, for individual terms. The Council, with the assistance of the President or a designated Director, may organize itself to advance any of its purposes or projects.

The Advisory Council may consult with the Board or any of its constituent bodies upon invitation. Advisory Council members may be invited to participate in meetings of the Board, committees, or meetings. The Chairperson of the Council shall sit ex-officio, without vote, on the Board of Directors.

**B. CME Committee**

The CME Committee oversees the educational activities of the program, Extension, Psychotherapy Certificate, and Education Committees. Its function is to ensure that these activities are in accord with the CME Mission Statement and comply with the Institute for Medical Quality/California Medical Association CME Accreditation standards.

**C. Community Relations Committee**

This committee shall develop a program of public and community relations that shall include the dissemination of information about psychoanalysis and the work of the corporation. It may include a speakers' bureau, coordination of fundraising, recruitment, media activities, legislative action, and any other undertakings that may be directed by the Board.

**D. Education Committee**

The Education Committee shall manage and administer an intensive and sequential educational and training program in advanced psychoanalytic studies and practice that shall be known as the "Institute." The Institute will utilize the tripartite model of psychoanalytic education. A Manual of Operations periodically updated and subject to Board approval, shall be developed by the Committee.

The Committee shall be composed of Chair who shall serve as the Director of Training for a three (3) year term, a Chair-designate who shall serve for one (1) year prior to assuming the position of Chair, the Chair (or designated representative) of the Faculty Council, the Chair of COTA, and the Chairs of the Admissions, Ph.D., Progression, and Curriculum Committees.

The Education Committee will coordinate the various components of the Institute program, process the recommendations of the Faculty Council regarding the appointment of instructors, adoption of curriculum, and such other matters with which the Faculty Council may properly be concerned. In similar fashion, the Committee of Training Analysts will recommend to the Education Committee actions affecting the supervising and analyzing procedures of the program. Referrals of topics for study, requests for advisement, and other appropriate procedural or substantive matters may be made by the Education Committee to the Faculty Council or the Committee of Training Analysts.

**E. Ethics Committee**

The committee shall develop a code of ethics for psychoanalyst members and candidates with policies and procedures in accordance with the standards of the International Psychoanalytical Association, and consistent with the policies and procedures contained in these By-laws. Where guidelines and procedures are lacking, those of the American Psychological Association shall be applied. The committee shall have the power to investigate any matter brought to its attention and make recommendations to the Board for appropriate action in accordance with Sections 4.9 and 4.10.

**F. Executive Committee**

An Executive Committee composed of four officers occupying office at the time shall administer the routine business of the corporation not otherwise delegated. The Executive Committee shall act on the interim business of the Board between meetings, may call special meetings of the Board or membership as warranted, carry out the recommendations and decisions of the Board, and report on its actions at the following meeting of the Board.

**G. Extension Division Committee**

The responsibility for designing and administering courses, seminars, and other programs for allied professionals and the local mental health community as well as for the general public is delegated to this committee.

**H. Library Committee**

This committee is appointed by the Board of Directors to catalogue and arrange space for the library and LAISPS. This committee also records and stores all materials donated to the library. At least five members will serve on the committee and the term of office is for one year.

**I. Membership Committee**

This committee shall develop policy and the necessary guidelines for election to membership, including the application procedure, invitational guidelines, endorsements, and other procedures to assure the character, professional and ethical qualifications of applicants. The Membership Committee shall evaluate papers submitted by the Associate Members to become an Active Member. A candidate shall be on the committee and serve as a liaison to the Candidates' Association.

**J. Nominations and Elections Committee**

The immediate Past-President shall chair this committee of at least two (2) other members in good standing appointed by the President with the approval of the Board. The committee shall be specifically responsible for the nominating and election procedures for officers and directors of the corporation with the exception of the directorship held by the Chairperson of the Education Committee and Candidate Representative on the Board.

**J. Nominations and Elections Committee**

The immediate Past-President shall chair this committee of at least two (2) other members in good standing appointed by the President with the approval of the Board. The committee shall be specifically responsible for the nominating and election procedures for officers and directors of the corporation with the exception of the directorship held by the Chairperson of the Education Committee and Candidate Representative on the Board.

**K. Professional Development/Program Committee**

This committee shall have the responsibility for organizing workshops, symposia, discussion and/or study groups, scientific meetings, and seminars for and by members, and for the psychoanalytic community. By programs, papers, and presentation by members and distinguished non-members, its purpose shall be to advance the continuing education of the membership, promote research, and enhance the practice of clinical psychoanalysis.

**L. Professionals Affiliated with LAISPS (PALS)**

PALS is composed of small groups of mental health professionals who are interested in psychoanalysis as it relates to a theory of personality, a method of treatment, and a way of understanding culture and society. The underlying purpose of each group is to pursue learning together and to gain a stronger sense of belonging to the LAISPS community.

**M. Psychoanalytic Psychotherapy Certificate Program**

The LAISPS Psychoanalytic Psychotherapy Certificate Program is a one-year program consisting of thirty (30) sessions of classes in seminar format, including small group supervision, for the local mental health community and allied professionals. The responsibilities of the Certificate Program include the administration, teaching, and evaluation of the participants.

**N. Referral Service Committee**

This committee shall administer the patient referral program of the corporation which involves offering low-fee referral services to the public, establish standards and procedures for its operation, and maintain effective supervision over the implementation of its charge.

**O. Research and Publications Committee**

This committee shall be available to consult with candidates and members concerning their research interest and projects, and shall initiate and coordinate such research activities as may be feasible. One member shall be appointed by the Director of the Ph.D. Program to coordinate the research of doctoral candidates with the general programs of the corporation.

In addition, this committee shall develop editorial policy for publication of the corporation and implementation procedures as well as providing oversight of these activities.

**P. Trauma Center Program**

The mission of the Trauma Center is to provide community service through psychoanalytically-informed treatment of emotional/physical trauma. It is the goal to share psychoanalytic training and to apply psychoanalytic expertise to the issues facing the community.

**Q. The Soldiers Project**

The mission of The Soldiers Project is to provide psychoanalytic treatment to military personnel serving in the Iraq and Afghanistan conflicts and their loved ones.

## AVAILABILITY OF INSTRUCTIONAL MATERIALS

Instructors will specify in course syllabi the required instructional materials and publication information for all references used in courses taught at the Los Angeles Institute and Society for Psychoanalytic Studies (LAISPS). Instructors will make syllabi available through the Institute office two weeks prior to beginning of classes. In some cases, instructors will provide some or all of the instructional material to the candidates. Candidates can obtain material directly from publishers by writing to or telephoning the publisher. In addition the following bookstores and libraries have and will supply instructional materials to LAISPS Candidates and Faculty:

### BOOK STORES:

#### University of California, Los Angeles Book Store

308 Westwood Plaza

Los Angeles, CA 90024

(310) 825-7711

Hours: 8:30-6:00, Monday through Friday

10:00-5:00, Saturday and 12:00-5:00, Sunday.

Books of all publishers sold. Credit card telephone orders accepted and mailed directly to buyers.

### LIBRARIES:

#### Los Angeles Institute and Society for Psychoanalytic Studies – LAISPS

12011 San Vicente Blvd., Ste. B3

Los Angeles, CA 90049

LAISPS Library - Direct: 310-440-4065

LAISPS Office Line: 310-440-0333

Library email address: [laispslibrary@hotmail.com](mailto:laispslibrary@hotmail.com)

For COPY, EMAIL and/or TOPIC SEARCH library services, call or email librarian

The LAISPS library is located in our classrooms. The entire book, journal, audio, and video catalogue is accessible from PC computers located in the library as well as from your home computer by simply going to the LAISPS website: [laisps.org](http://laisps.org). Once at the website, go into the members only section, then click on Library. You can browse the entire catalog by book title, author, and journal title, video, audio, or audio presenter. All library holdings may be checked out for four weeks with a telephone or email renewal option. Overdue fees will be charged @ \$.25 a day per item.

The librarian is on site one day a week. At all other times you must call the LAISPS office and get and return the key to and from the office administrator. She can check out library items for you when you return the key. Our librarian will mail hard copies of requested articles, or if preferred, email them to you (provided the article is available in an electronic format), and do topic searches for a small charge. Make your requests by telephone or email and you will be billed with your request.

The LAISPS library contains the latest version of the PEP CD, which is an electronic library containing nine major journals in their entirety from their inception to 1998. You can print out articles, look up the works of an author, or do subject searches. The PEP CD is updated every two years.

There are three ways to learn how to use the PEP CD:

- 1). The librarian can teach the program from the PEP CD tutorial.
- 2). You can bring your laptop computer to the LAISPS office and install a demo of the PEP CD and learn at home at your leisure.
- 3). The PEP CD is a virtual library unto itself.

The New Center for Psychoanalysis Simmel Fenichel Library

2014 Sawtelle Blvd.,  
Los Angeles, CA 90025  
(310) 478-6541  
Hours: 9:00-5:00, Monday through Friday

Upon receipt of an annual fee/dues (current charge is \$50 annually -- fee may be prorated if applied for during the year.) LAISPS faculty and candidates may utilize and check out books and/or journals.

Reiss-Davis Child Study Center Research Library

3200 Motor Ave.  
Los Angeles, CA 90034  
(310) 204-1666, Ext. 359  
Hours: 9:00-5:00, Monday through Thursday

Payment of Library Membership Fee will grant faculty and candidates of LAISPS access to utilize and check out books and/or journals. There is no charge for use of the materials in-house.

University of California, Los Angeles Libraries

UCLA Campus in Los Angeles, 90024 (Westwood at the north end of Westwood Blvd.) Bio-Med Library: (310) 825-4904  
Education and Psychology Library: (310) 825-4081  
University Research Library: (310) 825-1323

All affiliated with LAISPS are eligible for library privileges by joining the Friends of UCLA Library. The fee for a membership in the Friends of UCLA Library is \$40 annually. This is tax deductible. For further information or to request an application call: (310) 825-1201.

## **PHILOSOPHY, POLICY AND PROCEDURE OF EVALUATION, AND CANDIDATE PROGRESSION**

In order to assess a candidate's progression through the psychoanalytic educational program, the Los Angeles Institute and Society for Psychoanalytic Studies has established procedures to follow the candidate from the admissions process through the completion of the theoretical and educational training requirements for certification, Doctor of Psychoanalysis (Psy.D.), and Doctor of Philosophy in Psychoanalysis (Ph.D.). The two-fold purpose of this process is to aid the candidate's growth and development and to maintain the highest standards of education for the Institute.

Several principles guide the nature and tone of all evaluations and the feedback associated with them. Evaluations emphasize the clinical, intellectual, and personal development of the candidate, rather than focusing narrowly on achievement. By this is meant the integration of the candidate's personal growth with his or her psychoanalytic experience into a "psychoanalytic attitude," not merely intellectualizing about psychoanalysis.

Further, evaluations incorporate respect for the psychoanalytic process. To this end evaluations are confidential, growth enhancing, and designed to be empathic, while maintaining the rigor of development and accomplishment expected by the Institute. All evaluations are characterized by mutuality and specificity.

The Education Committee routinely reviews all written evaluations submitted on each candidate. These evaluations include reports by course instructors and supervisors of training cases. Instructors and supervisors are expected to discuss all reports with candidates and will arrange for candidates to co-sign these evaluations that become part of the candidate's file. Each evaluation becomes part of the candidate's record and will be used in the dialogue (and dialectic) of subsequent evaluations. The entire evaluation process is designed to facilitate the candidate's growth and development and to uphold the highest educational standards. Acceptance for admission to the LAISPS program does not guarantee graduation. Candidates are evaluated on an ongoing basis throughout course work and supervision.

### **Course Work:**

The program consists of four years of courses and seminars that are intended to instruct the candidate in psychoanalytic theory and the clinical applications of the theory. The basic readings cover Freud's major works, the related writings of his students and followers, and the contemporary literature that has developed from Freud's clinical and theoretical thinking. Candidates are expected to read and master an extensive body of psychoanalytic literature. Participation in Institute-wide study groups may also be available.

During course work evaluations, discussed with candidates prior to submission to the Education Committee, the following factors are taken into account by the instructors:

1. Written or oral reports as required by the instructor;
2. Completion of papers or oral presentation in class as assigned;
3. Performance and participation in class, including the instructor's impressions of such objective criteria as completion and grasp of assigned readings;
4. Particularly marked personality difficulties affecting learning and participation in class.

Candidates can miss two classes in a sixteen-week period, or one class in an eight-week period without a need to make up the class. If more absences occur, the candidate and the instructor must discuss how the missed classes will be made up, i.e., written or oral report, articles reviewed, etc. If this is not done in the allotted time, an Incomplete will be given until the instructor determines the work has been completed satisfactorily. The instructor must then notify the Education Committee in writing that the Incomplete has been satisfied.

**Incompletes:**

Any "Incomplete" grade incurred in the Fall or Spring semester of a given Institute year (September 1st through August 31st) must be made up to the instructor's satisfaction by August 31st of that year in order for the candidate to register for the following Fall semester. This means, for example, that any "Incomplete" received during the Fall 2006 or Spring 2007 semesters must be made up by August 31, 2007 in order for the candidate to register for the Fall 2007 classes.

**Supervised Analysis:**

Candidates are required to see three patients in psychoanalysis, under supervision, each one seen at least four separate sessions per week. Double sessions are generally not acceptable. In rare cases an exception for double sessions may be made for the third control case through collaboration between the supervisor of the case and the Education Committee for a final decision. There will be no exception in the candidate's first or second control case.

**Informed Consent**

Candidates must inform their control case analysands that they are in-training cases, and that they are presenting the case in supervision. The completion of this requirement is to be noted in the appropriate place on the Progression Form. (This requirement is not retroactive for cases already in progress as of January 1, 2004.) Most importantly, when informing patients about their control case status, candidates are not to mention any time requirement (e.g., that they will need to be in analysis for one year, two years, etc.).

The supervision requirements for one of the cases will be considered attained upon completion of fifty consecutive weekly (excluding vacations) supervisory hours, written reports on the case given to the supervisor at twenty-five hours of supervision and at fifty hours of supervision, and evaluations written by the supervisor at twenty-five hours and fifty hours. The evaluations of the supervisor will be written whether or not the candidate has handed in a report. The candidate and supervisor will sign the report before it is filed.

The requirements for the other two cases will be considered attained upon the completion of fifty consecutive weekly (excluding vacations) supervisory hours, reports, and satisfactory evaluations at the twenty-five and fifty week mark of supervision and an additional calendar year of supervision beginning after fifty supervisory sessions, with frequency of supervision to be determined by the supervisor and candidate. Reports by the candidate and evaluations by the supervisor are required at the six-month mark and at the twelve-month mark of the calendar year, which begins after the first fifty hours of supervision. Evaluations will become part of the candidate's file.

A minimum of two hundred supervisory hours must be completed in order to graduate. No training case will be considered completed with less than fifty supervised hours. At times, a patient may terminate an analysis before the candidate finishes the fifty hours of supervision. In that situation, if a candidate chooses to receive twenty-five hours of credit toward supervision on that case, he or she needs to satisfactorily complete the twenty-five week write-up and the supervisor has to submit the evaluation of the same time period. Though the candidate may not end up needing these hours (generally, the required hours are easily met with the completion of the supervisions on the three cases), it is often helpful to write up the twenty-five week report to learn more about what went on in the case.

Candidates need to find a supervisor before introducing the possibility of being a control case to any particular patient. This allows time for the candidate and supervisor to establish a relationship well before the case begins. The candidate also gains the opportunity to get the supervisor's help in assessing the viability of a potential case and in transitioning the patient into analysis.

Candidates are urged to begin the first case as soon after beginning the program as they are able to. The decision to begin the first case is determined on an individual basis. The candidate must inform the Education Committee, in writing, of their wish to begin the first case. The second case may commence after twenty-five sessions of supervision, a first report on the first case and the approval of the first supervisor. The candidate must obtain their current supervisor's signature on the Control Case Approval form (obtainable from the Institute office), indicating permission to proceed to the next case, and inform the Education Committee in writing of their intention to begin the next case. The third case may begin upon the approval of the first and second supervisors after twenty-five sessions of supervision on the second case, up-to-date reports of the first two cases, first and second supervisor signatures on the Control Case Approval form, and written notification to the Education Committee. The decision to proceed is based on the evaluation of the candidate's ability to work and think analytically.

If a supervisor or the Education Committee considers a candidate to be having difficulty in progressing satisfactorily, a committee consisting of all supervisors to date and the faculty that has been involved with the candidate will meet. The Progression Chair or the Chair of the Education Committee will offer feedback about the result to the candidate. In some cases, the candidate may be asked to take on a fourth case.

Candidates may change supervisors with no fault attributed, but must inform the current supervisor first, in person. The candidate must inform the Chair of the Education Committee in writing about the termination with a supervisor and the commencement with another, before any supervisory hours with the new supervisor will be credited.

The supervision fee is set by the Institute. The guidelines for supervision fees are as follows: For control case supervision, the \$75.00 fee will be divided \$50.00 to the supervisor and \$25.00 to the Institute. For the “at least two months” supervision on potential control cases (see below), the entire \$75.00 will go to the supervisor.

When a candidate is ready to begin a control case and either has a prospective patient or is looking for a case, the Institute supervision fee begins to apply for at least a period of two months, assuming that a four times per week analysis could reasonably be expected to be under way in that amount of time. If the four time-a-week analysis has not begun after the “at least two months” period is over, maintaining the Institute supervision fee or changing it would be up to the individual supervisor. Supervisors need to inform the candidate how they are planning to handle the policy (e.g., keep the fee the same after two months, raise it, or not necessarily know at that time). In cases where the candidate wants to reserve a supervisory hour for the prospect of a control case in the distant or unspecified future, fee arrangements are up to the supervisor and candidate. Actual supervisory hours will be counted for credit once the candidate has begun supervised psychoanalysis of a case at least four sessions per week.

If the supervision is not mandated, but is voluntary (e.g., beyond the required supervisory hours, or a graduate going back for supervision during the termination phase of the analysis) the fee will be arranged between the supervisor and candidate.

The Institute supervisory fee applies until the Education Committee determines that the candidate has completed the supervision required of the case. Matters pertaining to times and missed appointments with the supervisor are arranged with the supervising analysts. Most candidates are fully licensed psychotherapists and are thus legally and ethically responsible for the treatment of the person in analysis. Research candidates must abide by the rules and regulations for Research Psychoanalyst Registration as delineated by the Board of Medical Examiners.

### **Personal Analysis:**

Personal analysis is required of all candidates. The value of such an experience has long been established in the psychoanalytic literature. Indeed, vital as personal analysis is for the resolution of neurotic conflicts and the understanding of character of organization, it is especially critical in the training of the practicing psychoanalysts for whom it offers first hand knowledge of the unconscious. In addition, it is expected that a personal analysis will enhance the candidate's capacity for empathy, creative thought, and for a fuller involvement in psychoanalytic research and practice.

The confluence of course work, the personal analysis and supervised analytic cases, known as the tripartite model of study, is considered vital in helping a candidate to integrate the personal, clinical, and theoretical aspects of psychoanalytic work. Though a minimum of four years of analysis is required, in keeping with the spirit of the tripartite system of education, it is strongly recommended that candidates remain in analysis until completion of control case supervisions.

The candidate is required to choose an analyst from among the training analysts of the Institute. Arrangements for the analysis such as time and fees are concluded privately between the candidate and the analyst. A minimum frequency of four times weekly is required.

The personal analysis is separated completely from the evaluation of the candidate's progress in the Institute program. Therefore the only reporting aspect of the analysis to the Education Committee is the biannual confirmation that the analysis is ongoing or terminated on the Progression Form. When an analysis is terminated with a given analyst, the only information he or she is expected to provide is whether the analysis has ended by mutual agreement or unilaterally. If a candidate chooses to see another analyst, he or she must notify the Education Committee. Termination of the candidate's analysis needs to be by mutual agreement in order to receive credit for completion of LAISPS' Personal Analysis requirement. This means that the analyst and analysand agree that the requirement of the personal analysis has been satisfied and that termination is appropriate.

### **Progression Procedure:**

Candidates must notify the Education Committee Chair, in writing, when they have initiated or terminated supervision. No credit will be given for supervision that is not reported. No retroactive credit will be given.

Candidates must complete the Progression Form, which will be sent to them twice a year: March and September. These completed forms are necessary in order to receive credit for supervisory hours and in order to attend Institute classes. Supervisors and analysts will be asked by the candidate to sign the Progression Form to verify the number of hours. The candidate will send the completed Progression Form to the Education Committee. Submitting a completed Progression Form is necessary for Registration in LAISPS' training program. In addition; all supervisory fees, to the Institute and to the supervisor, must be paid in order to receive academic credit. This means that the \$25 portion of supervisory fees must be paid to the Institute by the end of the month the supervision took place, and no later than 30 days after that, to receive credit for supervisory hours.

Upon completion of the LAISPS program, candidates will:

- 1) Write a letter to the Education Committee stating that all requirements have been satisfied, and
- 2) complete and send a final Progression Form to the Education Committee with supervisors' and analyst's signatures for requirements not already signed off.

Upon verification, the Education Committee will send the candidate a letter of confirmation.

All forms, reports, slips, etc. should be addressed to the Education Committee and sent directly to the Institute office.

### **The Final Paper:**

Effective Fall 2002, after the candidate has satisfactorily completed all seminars, three, or in some cases four, full control case supervisions totaling two hundred supervisory hours and all case write-ups and evaluations, the last formal requirement is the acceptance of a final paper which meets the standards of the Education Committee. These standards are designed to fulfill the requirements of certification in psychoanalysis, the Doctor of Psychoanalysis (Psy.D.), and full membership in LAISPS' Society. The Education Committee has recommended that guidelines be developed for research projects and scientific papers that could satisfy this requirement in lieu of a case presentation. Upon approval of the final paper, the candidate becomes a certified psychoanalyst, a full member of LAISPS and, if desired, receives a Psy.D. The final paper is then to be presented to the training analysts, faculty members, and candidates of the Institute and Society.

### **Associate Membership**

Candidates who began their formal psychoanalytic training in the fall of 2001 or earlier, are eligible to receive their Certificate in Psychoanalysis and become Associate Members of LAISPS on completion of the course work, supervision, and personal analysis requirements. They are eligible to become full active voting members of LAISPS and to receive a Psy.D. in Psychoanalysis after approval of the final paper by the membership committee.

### **Membership:**

When the candidate has successfully completed all requirements, including all course work, three full supervisions, case write -ups and evaluations, and the final paper, he/she will receive a Certificate of training in Psychoanalysis, attain full membership in LAISPS' Society and, if desired, receive a Psy.D. in psychoanalysis.

## **Guidelines for Writing Membership and Psy.D. Papers**

The following guidelines are intended to:

1. Delineate the purpose of this final paper
2. Describe the format
- 3 Offer suggestions in the writing of an analytic case
- 4 Outline the procedure for submission of the paper to the Membership Committee. The Membership Committee's goal is to foster a supportive climate in LAISPS characterized by high standards and a commitment to helping Associate Members achieve full membership.

The purpose of the final paper is to demonstrate an understanding of psychoanalytic process and the capacity to conduct an analysis at a level expected of a graduate analyst. This requires writing in adequate detail about the rich, complex, analytic process as exemplified by the dynamic transference-countertransference relationship between analysand and analyst. This can be accomplished by focusing on aspects of the analysis with accompanying theoretical discussion that evolves from the analyst's understanding of the patient (as opposed to selecting a theory and trying to fit the patient to it).

Telling the story of the analysis should include a sense of who the patient is historically and why the patient sought treatment. The paper should reveal the analyst's understanding of the patient's psycho-dynamics as well as the patient's intrapsychic picture as it changes over the course of the analysis. Considerable illustrative process material is essential. Elements of the analysis should be elaborated; for example, dreams, the frame, resistances, anxieties, evolution of the transference-countertransference dyad, non-verbal communication, and phases of the analysis including termination issues. It will be important that the paper show how the analyst thought and felt about the material, in what way countertransferences and conceptualizations effected interventions, how interventions facilitated the analysand's intrapsychic changes, and how the work was viewed retrospectively, including changes in the analyst (i.e., influence of supervision, further readings, etc.).

The writer is expected to be aware of and integrate relevant literature but literature reviews should be focused to illustrate a thesis or make an argument, as there is little value in simply listing seminal articles. An interesting clinical problem can be described phenomenologically, and the analyst's struggle to comprehend it can be set out by drawing on the clinical events and the analyst's thoughts about them from a theoretical perspective. There is no set order or structure to the paper, but the writer should strive to integrate the above suggestions into a coherent whole.

The paper should be approximately thirty to forty double-spaced pages plus bibliography. Anyone who would like consultation before submitting a paper may contact the Membership Committee Chair. An applicant ready to submit a paper informs the Chair who then convenes a committee of three readers, excluding any committee member who has been consulted on the development of the paper. It is the applicant's responsibility to send a copy of the paper to each reader. Feedback from the Committee will be given within one month (although holidays could lengthen that time).

Upon approval of the paper, the new member will present the paper to the Society. The oral presentation of the paper should not exceed fifty minutes. A discussant from within the Society (or sometimes from outside) may be chosen if so desired, but this should be done in collaboration with the Membership Committee.

**Time Constraints And Limitations:**

A candidate must complete all of the above requirements for the certificate within seven calendar years from the date of enrollment in the Certificate Program. All candidates who have failed to complete the program within this time limit must formally request an extension of their tenure in writing to the Chair of the Education Committee. The Education Committee will review this request to determine approval or disapproval of the petition. This approval of reinstatement will be limited to a designated period of time. If all requirements are not completed within the stated time period, the candidate is terminated from the program. The candidate may appeal the decision first to the Education Committee and then the Board of Directors.

**Evaluation Of Ph.D. Courses:**

All of the Ph.D. courses, with the exception of Course 514 Dissertation Research, a tutorial, are seminars composed of one instructor and from 2-12 students. Instructors moderate and clarify the students' discussions of the material read out of class. The Institute does not follow the traditional system of number and letter grades in evaluating students' progress in the Program. A student either receives credit for a course ("Outstanding" or "Pass") or receives no credit ("Fail"), or receives an "Incomplete". In the latter case, the missed class work must be made up by arrangement with the instructor. Criteria for the assignment of credit for a course in the Educational Program are as follows:

1. Performance and participation in class, including the instructor's assessment of such objective criteria as completion and grasp of assigned readings;
2. Satisfactory completion of papers or oral presentations in class as assigned;
3. Written or oral examinations as defined jointly by the instructor and candidate;
4. Participation of candidate with instructor to arrive at evaluation of candidate's performance.

Candidates in the program must have a M.D., Ph.D. or Masters from an approved institution in order to matriculate. Considering the high caliber of the LAISPS candidate, there is a strong emphasis on individual study. The curriculum of the Ph.D. Program is designed to provide the candidate with:

1. A comprehensive mastery of the theoretical foundations of Freudian psychoanalysis and of the contemporary developments in psychoanalytic theory and therapy;
2. A basic understanding of the concepts of the philosophy of science and their applications to psychoanalysis as a science;
3. The acquisition of knowledge and skills in the methods and evaluation of scholarly investigation;

4. The opportunity to develop a special area of theoretical and/or clinical expertise and to make a significant original research contribution to psychoanalytic knowledge in the form of a doctoral dissertation.

Instructors utilize all of those previously described criteria in evaluating the candidate's performance in the classes, as well as asking the following:

1. Does the candidate understand the place of the covered readings in the larger context of the body of psychoanalytic writings?
2. Has the candidate asked critical questions and made a serious and creative attempt to answer them?
3. Does the candidate have adequate understanding of Freud's thinking, and can he/she trace changes and/or reformulations of Freud's original positions?
4. How active is the candidate in locating unassigned materials?
5. Does the candidate also approach the theoretical material from the vantage point of his/her own clinical experience?

**Dissertation Committees:**

Each candidate for the degree of Doctor of Philosophy shall receive a minimum of two formal evaluations by a dissertation committee. The first evaluation shall consider the candidate's qualifications, including the student's knowledge, skills, and conceptual abilities for undertaking rigorous inquiry into the student's designated field. The second evaluation shall consider the design procedures and products of a formal original inquiry proposed and completed by the student.

Faculty who serve on any candidate's dissertation examining committee shall have all of the following qualifications:

1. All of the faculty shall have Ph.D. degrees.
2. The Committee Chair and a majority of the committee members shall have degrees related to the candidate's field of investigation.
3. A minimum of 50% of faculty shall have degrees conferred by an institution accredited by an accrediting association recognized by the U.S. Dept. of Education.
4. All of the faculty shall have been active in their field of scholarship or profession within the five (5) year period preceding their participation on the candidate's committee.

## **NOTICE OF CANDIDATE'S RIGHTS**

1. You may cancel your contract with LAISPS without any penalty or obligations on the fifth business day following your first class as described in the Notice of Cancellation form that will be given to you at the first class you attend. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask LAISPS for another copy.
2. After the end of the cancellation period, you also have the right to stop LAISPS at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask LAISPS for a description of the refund policy.
3. If LAISPS closes before you graduate, you may be entitled to a refund. Contact the Council for Private Postsecondary and Vocational Education at the address and telephone number printed below.
4. If you have any complaints, questions, or problems which you cannot work out with LAISPS, write or call the Council for Postsecondary and Vocational Education at:

Council for Private Postsecondary and Vocational Education  
1027 10th Street, Fourth Floor  
Sacramento, CA 95814  
(916) 327-7617

## **GRIEVANCE PROCEDURES**

Grievances should be reported to the Education Committee and, depending on the individual circumstances, to the Ethics Committee and/or the Board of Directors. An investigation will be conducted, including meeting with the individual(s) concerned. A report for disposition by the appropriate administrative body will be given. If the decision is not acceptable to the individual(s) involved, an appeal can be made to the Board of Directors. The Board of Directors will review the appeal and the resulting conclusion will be binding and final.

## **ACCESS TO INFORMATION**

All candidates, faculty, and members are given access to their files if they so request. An arrangement to inspect one's records should be made with the Office Administrator, the Executive Director of LAISPS, during regular business hours. No records will be released other than one's business hours. No records will be released other than one's personal record without the written consent of the person involved.

## **ETHICAL PRINCIPLES AND PRACTICES**

### **Policy on Student Ethics**

The Institute has the highest concern for maintaining a high level of ethical conduct and sets standards by which administrators, faculty, and students determine the propriety of his/her conduct in relation to patients, colleagues, students, research subjects, members of allied professions, and the public.

The entire student body of the Institute consists of a highly educated group of professional men and women, each of which is already bound by the ethical standards of his/her own discipline. For example, psychiatrists are bound by the ethical principles of the American Psychiatric Association, social workers by the National Association of Social Workers, Psychologists by the American Psychological Association.

Initially, the admissions procedures are designed to screen all applicants with regard to ethical standards, in addition to other criteria.

In the case of Research Psychoanalyst trainees, they are bound by the standard of their own academic discipline or field of specialization.

The Institute requires students to follow the ethical guidelines of the American Psychological Association in the use of human subjects for experiments and study.

Student behavior, including ethical behavior, is constantly monitored, which is aided by the fact that the Institute is a small organization. Close observation and evaluation by instructors, supervisors, the Education Committee, and the Board of Directors facilitates this process.

With regard to control of unethical student activities such as cheating, plagiarism, selling of term papers or dissertations, students are guided by the principles that in writing reports of their work, they will never suppress disconfirming data, they acknowledge the existence of alternative hypotheses and explanations of their findings, and they take credit only for work they have actually done.

Any violation of these principles is referred to the Education Committee for review. If a violation is not amenable to an informal solution, or is of a more serious nature, it is referred to the Ethics Committee that conducts an investigation, including meeting with the student concerned, and makes a report to the Education Committee for disposition. If the student objects to the decision of the Education Committee, he/she may appeal to the Board of Directors whose decision is final and binding.

### **Policy on Academic Freedom**

The field of Psychoanalysis demands freedom of inquiry and communication, and the Institute encourages both faculty and students in the open discussion of ideas. Creativity, individuality, and wide latitude regarding different points of view are highly valued and actively encouraged.

At the same time, responsibility that goes with this freedom is stressed; for example, competence, objectivity in the application of skills, and concern for the best interests of patients, colleagues, students, research participants, and the public.

An example of the Institute's emphasis on the importance of academic freedom and the open exchange of ideas is the Scientific Meeting program, which schedules four presentations a year. Each presentation includes a speaker from some part of the psychoanalytic community and two discussants. The speaker presents a particular point of view based on his/her work and each discussant discusses and/or critiques it from his/her own view. Faculty and students actively participate in this program.

Monitoring of academic freedom is done by the Faculty Council, the Education Committee, and the Board of Directors. In addition, the Association of Candidates and Clinical Associates gives students access to the Education Committee for any concern they might have. Faculty members are encouraged to be free in what they choose to discuss and what positions they take in conducting their courses, and students are encouraged to actively and openly explore their own thinking in regard to any subject matter.

### **Policy Regarding Information and Treatment of Sexual Assault**

Sexual misconduct of any kind is antithetical to the professional and ethical standards of psychoanalysis and of the Institute, and is unacceptable under any circumstances. The integrity and safety of each individual student, staff, and faculty is of the highest concern in the Institute.

The field of Psychoanalysis requires the maintenance of clear boundaries between people and a high level of awareness of the importance of respecting each individual. The professional organizations of faculty and students provide guidelines for conducting oneself in appropriate and ethical ways, and any deviation from these guidelines constitutes a violation of one's professional code of ethics as well as the principles of ethics of the Institute.

Should such a violation occur, it should be reported to the Education Committee and/or the Board of Directors, depending on the individual circumstances, and referred to the Ethics Committee. The Ethics Committee is charged with conducting an investigation, including meeting with the individuals concerned, and making a report for disposition by the appropriate administrative body. If the decision is objected to by the individual(s) involved, they may appeal to the Board of Directors which will review the appeal. The resulting conclusion will be final and binding.

## **Provisions for Self-Monitoring to Insure Compliance with the Reform Act of 1989 and Subsequent Legislative Changes**

The Institute has several ways in which it maintains internal control and monitors its compliance with the Reform Act of 1989.

The Institute distributes an Operations Manual to faculty and students in order to communicate all rules and regulations pertaining to its operation. The manual is updated every year to include any changes that may have been made.

The Chief Operating Officer and Chair of the Ph.D. Committee is available at any time for inquiries by faculty or students regarding the regulations or the operation of the Institute. The Institute has at its disposal attorneys who will advise and guide the Ethics Committee in this endeavor.

### **Provisions for Implementation of the Principles of Ethics for Psychoanalysis**

The rationale for this format is intended to provide a structure that offers maximum confidentiality. Proceedings of the Ethics Committee will remain confidential. If the respondent is exonerated, confidentiality will be maintained and the file will be sealed for two years and then shredded. If the Committee finds against the respondent the Board will be notified. Confidentiality will then continue to be maintained at each stage through final disposition and possible appeal for the Committee's judgments.

#### **I. Committee on Ethics**

##### **A. Composition**

The committee will consist of a Chairperson, appointed by the President of the Board for a two-year term, and two standing committee members appointed by the chair. Two of the members shall be Training Analysts.

If a member of the Ethics Committee is charged with an ethical violation, other members of the Ethics Committee shall appoint a replacement for the duration of the inquiry.

If there is an investigation in progress at the end of a two-year term, participating investigators shall complete the investigation. This is to maintain maximum confidentiality and provide continuity.

According to Section 4.10 A of the By-laws “Charges and Complaints that any member from any of the classes of membership has engaged in activity prejudicial to the best interests of the corporation or of psychoanalysis shall first be directed to the person against whom the complaint is being made by the member making the complaint. In the event no resolution is reached, the complaint may be made directly to the chair of the Ethics Committee. If the Ethics Committee determines that such charge or complaint warrants investigation, it shall designate two (2) members to conduct such investigation and to report back to the Committee. One of the investigating members shall not be a part of the Committee. Before such investigation commences, the members whose conduct is to be investigated shall be informed that such investigation has been ordered. The investigator or investigators shall consult with respect to the procedures to be followed in conducting the investigation. The statutes of the State of California involving professional conduct shall be observed.”

It is recommended that there shall be an ad hoc legal Counselor for the Ethics Committee separate from the legal council for the Institute.

It is recommended that candidates be permitted to submit their complaints directly to the Chairperson for preliminary review to determine if there is basis to proceed further without the need to first inform the prospective respondent. If it is agreed upon by the Candidate and the Chairperson to bring it to the Standing Committee, for a decision as to whether the complaint is to be investigated, the respondent must then be informed by the candidate. This greater degree of latitude about informing the respondent of any grievance before coming to the Chairperson is suggested because of the Candidate’s sense of as well as actual vulnerability to possible retribution.

## B. Duties

The responsibilities of the Committee on Ethics will be:

1. To consider and respond to communications regarding the Principles of Ethics and the Procedures for Implementation of the Principles, and to make recommendations for appropriate additions or modifications as indicated by experience. All recommended changes will be subject to approval by the Board of Director of the Society.
2. To issue advisory opinions regarding questions about ethical conduct submitted to it.
3. To consider complaints concerning any alleged breach of the principles of Ethics by a member of the Society referred to the Committee in accordance with the Procedures outlined, and to make recommendations concerning the disposition of such matters.

## **II. Procedures**

*These procedures assume that informal efforts to rectify the problem in question have been undertaken as outlined in Ethical Principle X-A on page 6 of the Principles of Ethics.*

- A. Advisory Opinions.
  - 1. When there is a complaint or inquiry, but no alleged breach of the Principles of Ethics, any communications regarding the issue, to whomever it is addressed, may be referred to the Committee on Ethics (subsequent to informing the respondent), which will respond as deemed appropriate.
  - 2. At appropriate intervals, the Committee shall prepare summaries or advisory opinions and decisions regarding ethical questions. After approval by the membership of the Society, such summaries shall be published and distributed to the membership.

## **III. Adjudication by the Society**

Complaints regarding alleged breaches of the Principles of Ethics by a member of the Society may be made to the Committee on Ethics subsequent to informing the respondent.

- A. Requirements regarding complaint or request for review of action.
  - 1. In all cases of a complaint, the person making the complaint or request shall provide permission for copies to be sent to such other persons as the Committee on Ethics deems necessary. The complaint or request must also state the signer's willingness to discuss the matter (with his legal counsel present, should he so wish) with the Chairperson or with a person or persons designated by the Chairperson, including legal counsel of the Society if necessary.
  - 2. No formal action will be taken without due process.
- B. Handling of Complaints about Unethical Conduct.
  - 1. Communications regarding an alleged breach of the Principles of Ethics will be sent to the Committee on Ethics after the respondent has been notified by the complainant. The Chairperson will promptly inform the respondent of the full details of the complaint and that an investigation has been ordered.
  - 2. Upon receipt of such referral, the Committee on Ethics shall consider all available information, confer with legal counsel of the Society, and make whatever inquiries are necessary to determine if there are sufficient grounds for proceeding with the matter.
  - 3. The Committee on Ethics will review all pertinent records, will seek the advice of legal counsel as it deems necessary, and will decide whether sufficient information is available to arrive at a decision. It may, but shall not be required to, request written briefs from counsel for the complainant, counsel for the respondent, and counsel for the Society. It may, but shall not be required to hold a hearing.

4. If a hearing is required, or is otherwise considered appropriate by the Committee on Ethics, it shall be held at a reasonable time and place designated by the Chairperson of the Committee. The hearing shall be conducted by the Committee on Ethics. The respondent shall receive not less than 30 days notice of the hearing. Attendance at the hearing shall be limited to the Committee members, the respondent, the complainant, counsel for the Society, counsel for the respondent, and counsel for the complainant, each of whom may speak on behalf of their client, and witnesses, if any are required.
5. When making its decision, the Committee on Ethics shall vote for one of the following measures:
  - (a) Exoneration (the accused is cleared from the blame where the evidence shows no unethical conduct by the accused).
  - (b) Dismissal of complaint (for example, when a determination on the merits cannot be made because of insufficient, reliable evidence or other procedural defects), a later date to recommend the commencement of new proceedings with respect to the same charges.
  - (c) Censure.
  - (d) Suspension from membership in the Society for a stipulated period, but for not more than three years, to be reinstated by review of the Ethics Committee.
  - (e) Expulsion from membership, but with new application for membership to be entertained in not less than three years.
  - (f) Permanent expulsion from membership in the Society.

To reach a decision on these measures, the Committee on Ethics must reach a two thirds agreement.

#### **IV. Board of Directors Ratification.**

The Chairperson shall notify all concerned parties of the decision. The respondent must indicate in writing within 30 days from the date of mailing of the notice, whether he accepts the decision, or that he wishes to appeal it. Unless written notification from the respondent is received within the specified time, the right to appeal shall have been forfeited.

Unless the case has been dismissed, the Chairperson of the Committee on Ethics will present a summary of the matter to the Board of Directors of the Society. This summary will include the investigation and decision and response, if any, from the respondent.

Except in those cases where the respondent has indicated his intention to appeal the decision of the Committee on Ethics, the Board of Directors will then vote to ratify the decision of the Committee on Ethics, a majority vote being required. Upon ratification by a majority vote, the decision will be considered final.

If a majority vote of the Board of Directors does not support ratification, the Board can then refer the matter back to the Committee on Ethics for further deliberation. A majority vote of the Board of Directors may, if it chooses, indicate to the Committee on Ethics specific questions which it may have concerning the matter and which it wishes to call to the attention of the Committee.

When a matter is referred back to the Committee on Ethics by the Board of Directors, the Committee on Ethics will proceed to gather any further information it seems necessary. It will arrive at its decision following the same procedures and rules as described above. The Chairperson shall notify all parties concerned of the new decision of the Committee on Ethics; the respondent will then have the same right to appeal as described above.

If the respondent has not exercised his right to appeal, and if the Board of Directors by a majority vote neither ratifies the decision of the Committee on Ethics nor refers the matter back to the Committee on Ethics, the charges shall be considered “dismissed.”

**V. Board of Directors: Appeal**

If the respondent exercises his right to appeal the decision of the Committee on Ethics, the Chairperson of the Committee will convene a special meeting of the Board of Directors to hear the appeal. The Board of Directors will adjudicate the appeal, and its decision will be considered final.

The Board of Directors shall review the record of the proceedings, but shall not be required, unless it so decides, to hold additional fact finding hearings. It shall proceed as does the Committee on Ethics and a majority vote is required for its decision.

**VI. Inability to serve**

If, for any reason, a member of the Committee on Ethics, or the Board of Directors, is temporarily unable to serve, the Chairperson shall jointly appoint a member(s) to fill the vacancy during the time of the original member’s incapacity.

**VII. Rights and Privileges of All Parties Concerned**

In all hearings:

- A. The due process rights of all concerned parties will be fully observed in implementing these provisions.

- B. Hearing bodies shall not be bound by rules of evidence usually employed in legal proceedings, but may accept any evidence deemed appropriate and pertinent.
- C. Should the complainant, the respondent, or a witness fail to appear at any hearing the appropriate body may, in its discretion, postpone, dismiss, or proceed with the hearing.

*This document is respectfully submitted by the current Ethics Committee based on revision and integration of two preceding documents.*

**Constitution And By-Laws Of The Association Of Candidates & Clinical Associates Of The Los Angeles Institute And Society For Psychoanalytic Studies. An Interdisciplinary Group**

- Article I:** Name, Sponsorship, Office, Records:
1. The name of this organization is: Association of Candidates and Clinical Associates (ACCA) of the Los Angeles Institute and Society for Psychoanalytic Studies.
  2. This Organization is the official organization of clinical associates and candidates of the Los Angeles Institute and Society for Psychoanalytic Studies, and interdisciplinary group.
  3. The principal office of the organization is at the Los Angeles Institute and Society for Psychoanalytic Studies, 12011 San Vicente Blvd., Suite 310, Los Angeles, CA 90049.
  4. Records, copies of mailings and minutes of the organization and committees shall be filed in the principle office.

- Article II:** The specific and general purposes of the organization:
1. The specific and primary purposes of the organization are:
    - a) To represent the intent of the candidates in the Institute by knowing the Institute business and having a voting voice on the Board of Directors.
    - b) To represent candidates' needs and the Institute candidates' needs in general in program planning.
    - c) To have special programs of its own.
  2. The general purposes and powers of the organization include: assessment of dues, holding of a treasury, holding of property and monies pertinent to the continuation and maintenance of the organization.

**Article III:** Members:  
All candidates and clinical associates shall be considered members. Voting members shall be restricted to members who have paid their yearly dues.

- Article IV:** Executive Committee:  
There shall be an Executive Committee consisting of:
- President
  - President-Elect
  - Treasurer
  - Secretary
  - The Past President

**Article V: Officers:**

1. The officers of the organization shall be elected for a term of one year, June to June. They are:
  - a) The President
  - b) The President-Elect, who shall also serve as Vice-President
  - c) The Treasurer
  - d) The Secretary
2. Eligibility of officers:

Only dues paying members are eligible to become officers.
3. Election of officers and other voting procedures:
  - a) Nominating:

A Nominating Committee of three shall be selected at the first meeting of the Spring semester.
  - b) Electing:

Voting for officers will take place at the second meeting of the Spring semester by secret ballot. A ballot will be mailed to all dues paying members.

**Article VI: Territory and Jurisdiction:**

1. There are no geographical limits as to who may be a member.
2. The organization may, with the approval of two-thirds of the voting members, affiliate with any other organization of similar intent and purpose.

**Article VII: Committees:**

1. Committees shall be:
  - a) Entertainment Committee.
  - b) Program Committee on ad hoc basis for extra events.
  - c) Nominating Committee.
2. Temporary committees may be assembled as needed by the Executive Committee and given those powers deemed to be suitable to their task. No temporary committee can make decisions for the entire group without the approval of the Executive Committee as authorized by the voting membership.
3. All committees shall keep and organize a history of their activities to be passed on to the subsequent committee chairman.
4. Committee membership shall be voluntary or designated by the Executive Committee.

**Article VIII: Meetings:**

1. Nine meetings are held the first Wednesday of each month of the academic year at 7:45 to 8:15 p.m. in between classes.
2. Additional meetings may be called at the discretion of the Executive Committee or by the petition of ten members of the voting membership.

3. Quorum for voting on the organization's business shall be 1/3 of the voting membership. Voting - if less than 1/3 of the voting membership is present, balloting shall be by mailing to all members eligible to vote. A majority vote, that is, a majority of the votes cast, ignoring blanks, is sufficient for the adoption of any motion that is in order, except for amendments to the Constitution and By-laws which require 2/3 vote. These ballots shall be tallied four weeks after the date mailed.

**Article IX:** Nonprofit Organization:

1. Consult attorney for nonprofit organization statements, if needed.
2. In the event of dissolution of this organization, any assets revert to the Los Angeles Institute and Society for Psychoanalytic Studies, an interdisciplinary group or any other charitable nonprofit organization approved by the majority who vote in a mail ballot of the last year's paid-up voting members, said balance to be mailed 30 days in advance of their counting.

**Article X:** Amendments to the By-laws:

1. Amendments may be proposed by voting members or by resolution of the Executive Committee.
2. A proposed amendment must be distributed to all voting members. Thirty days thereafter a mail ballot shall be sent to all voting members. These ballots shall be tallied six weeks after the mailing and the amendment will be ratified if three-fourths of the returned ballots are in favor, providing at least one-third of the mail ballots are returned, or if two-thirds of the total voting memberships is in favor.

**Article XI:** By-laws shall be reviewed and revised annually.

**Article XII:** Ratification:

These By-laws shall become effective when they are approved by twenty-five percent (25%) of all voting members, provided that votes in favor of the ratification represent at least two-thirds of all votes.

**Article XIII:** In all questions not governed by these By-laws, Robert's Rules of Order will prevail.

**Article XIV:** Dues shall be twenty-five dollars.

Approval by the Candidates, May 1985. Amended May 1992

**LAISPS**

**FORMS**



12011 San Vicente Blvd., Suite 310 Los Angeles, CA 90049  
Phone: (310) 440-0333  
Fax: (310) 440-0234  
Email: laisps@mindspring.com

**A Component Society of the International Psychoanalytical Association**

**PROGRESSION INFORMATION FORM**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Training Analysis**

Date Started: \_\_\_\_\_ Frequency of sessions per week: \_\_\_\_\_ Approximate number of hours to date: \_\_\_\_\_

Training Analyst: \_\_\_\_\_ Continuing? Yes \_\_\_\_\_ No \_\_\_\_\_

If analysis is not continuing, is analysis terminated? Yes \_\_\_\_\_ No \_\_\_\_\_ Date terminated: \_\_\_\_\_

By mutual agreement? \_\_\_\_\_ Other: \_\_\_\_\_

Signature of Training Analyst: \_\_\_\_\_

Analysis interrupted? \_\_\_\_\_ Date: \_\_\_\_\_ If interrupted, please describe your plans for resuming analysis:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If more space is needed, please use another sheet.

**Supervised Psychoanalysis**

**Case #1**

From: \_\_\_\_\_ To: \_\_\_\_\_ Number of analytic hours per week: \_\_\_\_\_ Date of Termination: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Total supervision hours: \_\_\_\_\_ Fees current? \_\_\_\_\_

Date candidate's 25-week report submitted: \_\_\_\_\_ Date 50-week report submitted: \_\_\_\_\_

Date of supervisor's 25-week evaluation: \_\_\_\_\_ Date of 50-week evaluation: \_\_\_\_\_

If a 2-year case, date of candidate's 18-month report: \_\_\_\_\_ Date of 24-month report: \_\_\_\_\_

If a 2-year case, date of supervisor's 18-month evaluation: \_\_\_\_\_ Date of 24-month evaluation: \_\_\_\_\_

Patient advised of training status? \_\_\_\_\_ Signature of supervisor: \_\_\_\_\_

OVER

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**Case #2**

From: \_\_\_\_\_ To: \_\_\_\_\_ Number of analytic hours per week: \_\_\_\_\_ Date of Termination: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Total supervision hours: \_\_\_\_\_ Fees current? \_\_\_\_\_  
Date candidate's 25-week report submitted: \_\_\_\_\_ Date 50-week report submitted: \_\_\_\_\_  
Date of supervisor's 25-week evaluation: \_\_\_\_\_ Date of 50-week evaluation: \_\_\_\_\_  
If a 2-year case, date of candidate's 18-month report: \_\_\_\_\_ Date of 24-month report: \_\_\_\_\_  
If a 2-year case, date of supervisor's 18-month evaluation: \_\_\_\_\_ Date of 24-month evaluation: \_\_\_\_\_  
Patient advised of training status? \_\_\_\_\_ Signature of supervisor: \_\_\_\_\_

**Case #3**

From: \_\_\_\_\_ To: \_\_\_\_\_ Number of analytic hours per week: \_\_\_\_\_ Date of Termination: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Total supervision hours: \_\_\_\_\_ Fees current? \_\_\_\_\_  
Date candidate's 25-week report submitted: \_\_\_\_\_ Date 50-week report submitted: \_\_\_\_\_  
Date of supervisor's 25-week evaluation: \_\_\_\_\_ Date of 50-week evaluation: \_\_\_\_\_  
If a 2-year case, date of candidate's 18-month report: \_\_\_\_\_ Date of 24-month report: \_\_\_\_\_  
If a 2-year case, date of supervisor's 18-month evaluation: \_\_\_\_\_ Date of 24-month evaluation: \_\_\_\_\_  
Patient advised of training status? \_\_\_\_\_ Signature of supervisor: \_\_\_\_\_

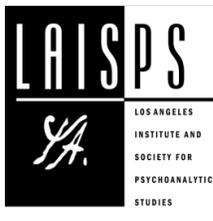
**Case #4**

From: \_\_\_\_\_ To: \_\_\_\_\_ Number of analytic hours per week: \_\_\_\_\_ Date of Termination: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Total supervision hours: \_\_\_\_\_ Fees current? \_\_\_\_\_  
Date candidate's 25-week report submitted: \_\_\_\_\_ Date 50-week report submitted: \_\_\_\_\_  
Date of supervisor's 25-week evaluation: \_\_\_\_\_ Date of 50-week evaluation: \_\_\_\_\_  
If a 2-year case, date of candidate's 18-month report: \_\_\_\_\_ Date of 24-month report: \_\_\_\_\_  
If a 2-year case, date of supervisor's 18-month evaluation: \_\_\_\_\_ Date of 24-month evaluation: \_\_\_\_\_  
Patient advised of training status? \_\_\_\_\_ Signature of supervisor: \_\_\_\_\_

**If you wish to explain special circumstances associated with any of the above cases, please use another sheet.**

**THIS FORM MUST BE COMPLETED AND RETURNED TO THE INSTITUTE OFFICE BY THE FIRST DAY OF CLASS EACH SEMESTER, EVERY ACADEMIC YEAR.**  
**12011 San Vicente Blvd., #310, Los Angeles, CA 90049**

It is not necessary to obtain duplicate signatures for requirements already completed.  
KEEP A COPY FOR YOURSELF



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Fax: (310) 440-0234

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### CANDIDATE EVALUATION

Instructors are asked to complete this form for **each** candidate taking the class. **Please be specific.** You are also urged to arrange some time to confer with each of the candidates in order to share the evaluation. **Evaluations must be signed by the candidates or they will be returned. We request that you type your evaluation forms.**

---

**COURSE NUMBER, TITLE, YEAR**

---

**CANDIDATE NAME**

Level of class performance; quality of individual participation (considering year level).

Areas of strength.

Areas of weakness.

Comprehension of theoretical material.

Assessment of ability to integrate theoretical and clinical concepts.

Was the candidate prepared for classes? Reading and assignments completed?

Do you have any concern over the candidate's capacity to continue in the program? \_\_\_\_\_ What?

Please use the back of this page for additional comments.

Grade: Pass\_\_\_\_ Fail\_\_\_\_ Outstanding\_\_\_\_ Incomplete \_\_\_\_; Number of absences: \_\_\_\_; 2 absences per 16-week course are allowed without makeup or an incomplete must be given.

Please return evaluation to LAISPS,  
12011 San Vicente Blvd., #310  
Los Angeles, CA 90049

---

Instructor Signature

---

Print Name of Instructor

---

Candidate Signature

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### **Course Evaluation**

Candidates are asked to complete an evaluation of each class taken. Forms may be signed or left unsigned. Please return after the last session of class to Education Committee, Los Angeles Institute and Society for Psychoanalytic Studies, 12011 San Vicente Blvd., #310, Los Angeles, CA 90049.

In narrative fashion would you please describe your experience in the seminar primarily from the standpoint of what has been useful, what was detracted from the experience, and how you feel the instruction and class could be improved.

Possible areas to be covered might include: Coverage of the topics, appropriateness with regards to the time allotted in the sequence of courses, evaluation of instructional method and readings, adequate discussion time, knowledgeability and preparation of the instructor, interweaving of clinical and theoretical material. Please discuss the above areas and further thoughts about your experience in the class as completely as possible. Use both sides of this paper and additional pages if needed.

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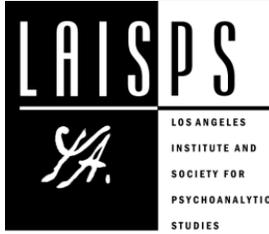
Course Title, Course Number, Year

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Date

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Seminar Leader



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## **CONTROL CASE APPROVAL FORM**

### **APPROVAL TO PROCEED TO SECOND CONTROL CASE**

#### **FIRST CONTROL CASE**

\_\_\_\_\_ has satisfactorily completed at least six (6) months of supervised analysis with his/her first control case. He/she has my approval to proceed to the second case.

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Supervisor's signature

Please return completed form to LAISPS office.

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## **CONTROL CASE APPROVAL FORM**

### **APPROVAL TO PROCEED TO THIRD CONTROL CASE**

#### **FIRST CONTROL CASE**

\_\_\_\_\_ has satisfactorily completed at least six (6) months of supervised analysis with his/her second control case. He/she has my approval to proceed to the third case. I have discussed the candidate's work with \_\_\_\_\_ (second supervisor) and our conclusions are:

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---

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\_\_\_\_\_  
Supervisor's signature

Date \_\_\_\_\_

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---

#### **SECOND CONTROL CASE**

\_\_\_\_\_ has satisfactorily completed at least six (6) months of supervised analysis with his/her second control case. He/she has my approval to proceed to the third case. I have discussed the candidate's work with \_\_\_\_\_ (first supervisor) and our conclusions are:

---

---

---

\_\_\_\_\_  
Supervisor's signature

Date \_\_\_\_\_

Please return completed form to LAISPS office.

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### **THE GONDA MERIT SCHOLARSHIP FUND**

The Gonda Merit Scholarship Fund has been provided by Lucy Gonda, M.A. to financially assist LAISPS candidates who wish to obtain their Ph.D. at the Los Angeles Institute and Society for Psychoanalytic Studies. The award is based on merit. Applicants will be evaluated on the following:

1. Serious commitment to research in psychoanalysis
2. A clear financial plan outlining proposed expenditures
3. Demonstrated strength of purpose

Application to be considered for the Gonda Scholarship is open to any LAISPS candidate who seeks to pursue a Ph.D. in Psychoanalysis at LAISPS; any candidate who has consecutively completed a minimum of the first three semesters of the Institute training with a satisfactory academic standing; and any candidate who has sufficient funds to complete the LAISPS Certificate in Psychoanalysis program in a timely manner.

*The application procedure is twofold:*

1. If you meet the minimum requirements stated above, please send a Statement of Purpose to the LAISPS office: Attention: Chair, Ph.D. Program. This Statement of Purpose should not exceed two typewritten pages. It should include:
  - a. the reasons you believe that you merit the scholarship award;
  - b. the amount of award being requested, including a detailed discussion of how you will use the award.

**YOU MAY WISH TO USE THE FUNDS FOR  
CONSULTATION, STATISTICAL ANALYSES  
OR ANY OTHER DISSERTATION-RELATED NEED.**

All Statements of Purpose must be received in the LAISPS office *no later than February 28, 2011*. These will be read blind (i.e., with names deleted) by Ph.D. Committee Members. Applicants will then be selected to proceed to the second step of the application process.

2. If you are selected, you will be interviewed by two members of the Ph.D. Committee. There you will be asked to expand upon your Statement of Purpose and financial plan.

*If you feel you might be eligible for this award, you are welcomed and urged to apply at this time.*

Please feel free to call if you have any questions: Pamela P. Dirham, Ph.D.  
Chair, Ph.D. Committee

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**PH.D. PROGRAM**

NAME: \_\_\_\_\_ CURRENT DATE: \_\_\_\_\_

Date began Ph.D. Studies: \_\_\_\_\_

Completed Philosophy of Science: \_\_\_\_\_ FEES PAID: \_\_\_\_\_  
DATE DATE

Instructor: \_\_\_\_\_ GRADE: \_\_\_\_\_

Completed Research Methods I: \_\_\_\_\_ FEES PAID: \_\_\_\_\_  
DATE DATE

Instructor: \_\_\_\_\_ GRADE: \_\_\_\_\_

Completed Research Methods II: \_\_\_\_\_ FEES PAID: \_\_\_\_\_  
DATE DATE

Instructor: \_\_\_\_\_ GRADE: \_\_\_\_\_

Completed Certificate in Training in Psychoanalysis: \_\_\_\_\_ FEES PAID: \_\_\_\_\_  
DATE DATE

\*\*\*\*\*

Dissertation Chair: \_\_\_\_\_

- Committee Members: 1) \_\_\_\_\_  
2) \_\_\_\_\_  
3) \_\_\_\_\_  
4) \_\_\_\_\_

Date Proposal Approved: \_\_\_\_\_

Dissertation Title (or draft title):  
  
\_\_\_\_\_

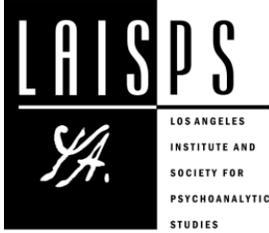
Date of Preliminary Orals: \_\_\_\_\_ FEES PAID: \_\_\_\_\_

Revised/Approved: \_\_\_\_\_

Date of Final Orals: \_\_\_\_\_ FEES PAID: \_\_\_\_\_

If there are any elaborations or details pertaining to any of the above, please use the back of this form.  
Return to: CHAIR, PH.D. PROGRAM, 12011 San Vicente Blvd., #310, Los Angeles, CA 90049

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## TEACHING CONTRACT

I, \_\_\_\_\_, agree to teach in the Fall/Spring Semester of \_\_\_\_\_

Name of Course: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

1. I understand that it is my responsibility to familiarize myself with the enclosed **“Guidelines for Faculty”** and to follow the instructions.
2. Copies of the Syllabus and all assigned articles must be forwarded to the Institute office for distribution to the candidates at least two (2) weeks prior to the start of the seminar. Candidates are expected to reimburse the instructor for the cost of the copies.
3. With the exception of Case Conference seminars and Infant Observation, all courses must provide Continuing Education Units (CEUs). To obtain CEUs, course material must be at the Institute office no later than eight (8) weeks before the class begins. If necessary, Martha Murillo-Office Administrator, will provide an example of the requirements for submissions for CEUs.

Please sign both copies of this contract. Retain one copy for your records and return the other copy to the Institute office by: \_\_\_\_\_(date)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Revised 6/20/06

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## GUIDELINES FOR FACULTY

### I. COURSE MATERIALS AND ASSIGNMENTS

- A. Copies of the course syllabus and all assigned articles must be forwarded to the Institute office for distribution to the candidates, at least two (2) weeks prior to the start of the seminar. Candidates are expected to reimburse the instructor for the cost of the copies.
- B. If there are two (2) reading courses, assignments should be within the fifty (50) page limit per class, when possible. If there is one reading class and one case conference, there is greater flexibility. Similar considerations apply to the assignments of research papers and reports.
- C. When planning a course, the content should correspond with the general description of the course in the Catalogue. Instructors should consult with each other before finalizing their syllabi in order to coordinate readings and written assignments to insure continuity of courses. They may also consult the Computer Bank of Syllabi of previously taught courses on the LAISPS Website.
- D. With the exception of Case Conference seminars and Infant Observation, all courses must provide Continuing Education Units (CEUs). To obtain approval for CEUs, course material must be at the LAISPS office no later than eight (8) weeks before the course begins. The LAISPS office will provide an outline of the required material for submission for CEUs.
- E. Instructors may also receive CEUs for teaching the course, but only one (1) time per course. In order to receive credit, they must also sign in and sign out of each session. They will receive a certificate at the end of the course.

### II. ASSIGNMENT OF CLASSES

- A. Instructors will be notified in the spring preceding the next academic year of their teaching assignments.
- B. It is highly recommended that instructors invite a colleague to co-teach in order to recruit and train new faculty.

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- C. Prior to the beginning of each class, instructors will receive a packet from the LAISPS office containing sign-in sheets and Candidate Evaluation Forms. Instructors are expected to have candidates sign in for each class and to keep track of absences. Candidates are allowed 2 absences for every 16 weeks of classes or 1 absence for every 8 weeks of classes. The Education Committee should be notified immediately if absences occur in excess of this limit. Instructors should record all absences and generally record an “incomplete” without a satisfactory makeup. When the incomplete is satisfied, the Instructor must notify the Education Committee in writing.
- D. Towards the end of the course, instructors are to inform their class members that the Instructor/Course Evaluation form is available on the LAISPS website, members only section. It is expected that the completed forms be returned to the LAISPS office, unsigned, at the end of the course. Instructors must also complete the Candidate Evaluation Form, also available on the LAISPS website, for each candidate. Faculty from outside LAISPS will receive copies of these forms via email. It is requested that evaluation forms (course and candidate) be typewritten. Instructors are expected to confer with each candidate regarding the evaluation and to obtain his/her signature on the form. Unsigned forms will be returned. Sign-in sheets and Candidate Evaluation Forms must be returned to the LAISPS office immediately after the end of the course.
- E. Instructors must teach all classes. If the instructor is unable to teach a class for any reason, the class must be made up within the time frame of the course which should be arranged directly with the candidates.

### **III. ADDITIONAL POLICIES**

- A. **EVALUATIONS.** On the third meeting of a course, instructors are expected to elicit informal evaluative feedback from their class. Instructors for the Infant Observation Seminar are expected to ask their students for written evaluations mid-way through the course, in addition to those at the end of the course.
- B. **PRESENTING CLINICAL MATERIAL IN CLASS.** In the event that a candidate wants to present a control case in class, it is suggested that they discuss this first with their clinical supervisor. Case material of patients who are mental health professionals, or graduate students in the field, may not be presented in class.
- C. **CLASS HOURS.** Class hours are listed from 4-6 PM and 6-8 PM. To allow a time break for candidates, the classes actually meet from 4-5:45 PM and from 6-7:45 PM. The only exception to this is when the Candidate’s Association meets once monthly from 5:45-6:15 PM. At these times, the later class will run from 6:15-8 PM.

Revised 5/18/10  
Education Committee

## THE LAISPS REFERRAL SERVICE

The LAISPS Referral Service is designed to put prospective patients into contact with candidates and members offering analysis or psychoanalytic psychotherapy. We are not a clinic and do not follow clinic procedures (e.g., call screening and written applications.) Candidates and members wishing to be included in the Referral Service should inform the Referral Service Chair. By participating, they agree to abide by the following rules and procedures.

- 1) When a call for the Referral Service comes in to the Institute office, it is immediately forwarded to the Referral Service Chair. The Chair calls the prospective patient on the same day. The caller is given an overview of the process for referral and informed of the **\$30 fee for the evaluative consultation** (subsequent sessions for evaluation purposes will cost \$30 each.) The Chair does not discuss the person's reasons for seeking treatment or the nature of his or her problem.
- 2) The Chair consults a list of the candidates and members who have requested to be included. To give everyone the same opportunity, the list will be cycled through repeatedly. The Chair calls someone from the list and forwards the patient's telephone number. **Note that it is the analyst (analyst-in-training) who calls the patient.**
- 3) The LAISPS candidate/member calls the prospective patient to arrange an in-person consultation (the evaluation.)
- 4) The prospective patient will furnish the \$30 fee, preferably in the form of a check made payable to LAISPS. **Payment should be submitted to the Institute office (not to the Chair.)**

After meeting with the patient, the candidate/member may decide that another meeting is necessary in order to determine whether to take the case and/or to come to a fee agreement. The fee will be whatever the candidate/member and the prospective patient agree on; however, everyone who joins the Referral Service should be willing to make some accommodation in their fee.

Please be apprised that candidates require supervisor approval before agreeing to conduct an analysis.

- 5) At the end of the evaluation process, the candidate/member will submit an Evaluation Form to the Chair, providing basic patient information and the final decision for treatment (or against treatment, as the case may be.)

Unless the prospective patient is judged wholly unsuitable for analytic-type treatment, he or she can be put back in touch with the Chair for another referral. In the former case (the patient being unsuitable), the member/candidate should provide some outside referrals and mention this on the Evaluation Form. **In all cases, an Evaluation Form must be submitted to the Chair.**

PATIENT EVALUATION FORM  
(To be filled out by Candidate/Member)

The following information needs to be sent to the Chair of the Referral Service Committee.

Evaluator's Name \_\_\_\_\_ Date/s of Evaluation \_\_\_\_\_

1. Applicant's Name \_\_\_\_\_

2. Home Address \_\_\_\_\_

Business Address \_\_\_\_\_

3. Phone (home) \_\_\_\_\_ (work) \_\_\_\_\_

4. Why does the applicant want psychoanalysis or psychotherapy now?

5. Is the applicant suitable for psychoanalysis? If so, or if not, why?

6. Impression of applicant

7. Treatment recommendation, e.g., psychoanalysis, psychoanalytic psychotherapy, other.

8. Final Disposition. Include any referrals given to patient.

## CME Mission Statement

The Los Angeles Institute and Society for Psychoanalytic Studies offers educational programs to all mental health professionals in the community, including psychiatrists, psychologists, social workers, marriage and family therapists, and psychiatric nurses. The purpose of these programs is to provide stimulating and relevant opportunities for participants to enhance their understanding of psychoanalytic principals and learn ways to apply them to their work with patients. Types of activities include half day or full day workshops, weekly classes, and scientific meetings. The educational format for each event is designed to best suit the needs and objectives of the planned activity. Commonly used instructional methods include a featured speaker followed by discussant, a case presentation, a small group seminar, or a panel discussion. In all programs, audience participation is welcomed and encouraged. The content of our programs seeks to address a wide variety of educational needs, ranging from recent advances in psychoanalytic technique to the application of psychoanalytic principals to treatment approaches with inner city populations. The expected results of our programs are that participants will gain increased clinical skill that can be applied in practice in order to improve patient care.

## Commercial Support Policy

It is the policy of LAISPS to accept no commercial support for their educational programs. This means that all educational needs, objectives, content, speakers, and methods are developed free of any commercial influence or bias. No promotional content other than the educational activity is included in flyers and announcements. All speakers and planners of each activity are required to sign a faculty disclosure form (see forms section) ensuring that the activity is free of commercial bias.

## Honorarium Policy

Generally, if a speaker is from the local area, no honorarium is paid. However, if speakers are from out of town, honoraria and expenses related to travel and lodging are paid to them out of Institute funds designated for that purpose. In those cases, the amount of the honorarium ranges from \$800-\$2,500.

## CANDIDATE ACTIVITIES AND SERVICES

### The Development and Administration of Candidate Services

(a) General Academic Advisement

Members of the Education Committee are available to advise candidates throughout their entire course of study at LAISPS. Candidates are also invited to choose a mentor from the list below.

(b) Role of Mentors

Candidates are encouraged to choose a mentor from the list below. This action is optional and may occur at any time throughout candidacy. The Mentor system is voluntary and non-reporting. Discussions between the candidate and Mentor are strictly confidential. Any full member of the Society may serve as a Mentor, excluding the candidate's analyst and supervisors. Candidates may change Mentors at any time by notifying the current Mentor first and then finding a new Mentor.

The role of Mentor is to facilitate the candidate's progression in the Institute's training programs which may involve:

- 1) Providing information
- 2) Offering advice regarding the candidate's concerns about the Institute and/or Society.
- 3) Provide a safe place where the candidate may discuss concerns about the Institute and/or Society.

#### MENTOR LIST:

Michael J. Diamond, Ph.D.  
Pamela P. Dirham, Ph.D.  
Sandra Garfield, Ph.D.  
Corrine L. Hatton, R.N., Ph.D.  
Steven Isaacman, Psy.D.  
Terrence McBride, Psy.D.  
Carole W. Morgan, Ph.D.  
Daniel Paul, Ph.D.  
Joy Schary, Psy.D.  
Deborah R. Shaw, Ph.D.  
Linda Sobelman, Ph.D.  
Peter Wolson, Ph.D.  
Janet G. Woznica, Ph.D.

Candidates are required to find a clinical supervisor for weekly supervision for each supervised case (three are required) among the list of Training and Supervising Analysts provided by LAISPS. Two of the three supervisions last for at least two years. The frequency of meetings is weekly for the first fifty hours (excluding vacations) and as per mutual agreement for the second. Supervisors advise the candidates in all areas of academic progression during the term of supervision and can be called upon by the candidate at any time thereafter.

Each Ph.D. candidate chooses a three person Ph.D. committee, including a chairperson, to oversee the candidate's research and doctoral dissertation.

The Ph.D. committee should be composed of: At least three members of the LAISPS faculty.

The faculty who serve on each student's Ph.D. examining committee have all of the following qualifications:

1. Have Ph.D. degrees.
2. The chair and the majority of the committee have degrees related to the student's field of investigation.
3. A minimum of 50% of the faculty on the committee have degrees conferred by an institution accredited by an accrediting association recognized by the United States Department of Education.
4. Have three or more years of field or research experience related to their degrees obtained after they obtained their degrees;
5. Have been active in their field of scholarship or profession within the five- year period preceding their participation on the committee.

If the candidate is not physically present and the evaluation must take place by telephone or other means of electronic communication, one of the following should apply:

If a project includes more than one student, the individual student's role and contributions should be clearly identified and documented.

LAISPS maintains a written record of the evaluation. This record includes the names and signatures of all committee members who participated in the evaluations.

(a) LAISPS is approved to give Continuing Medical Education Credits (CME's) and Continuing Education Units (CEU's) for the academic year of 2010-11, Continuing Education Units will be given for most Institute classes while (CME credits will be given for Society offerings)

(b) Placement Assistance and Career Planning

Neither placement nor career planning are necessary in this program, since most candidates are licensed mental health professionals and either have private practices or are employed by mental health agencies or institutions of higher learning. Research Psychoanalysts, although not in the mental health profession, are already established in their respective areas of specialization. Thus they do not require placement or career planning.

(c) Student Health and Safety Rules and Regulations

All safety regulations are in accordance with Los Angeles County and the State of California requirements.

(d) Student Participation in the Governance of the Institute

Candidate participation in the governance of LAISPS is strongly encouraged. A candidate representative to the Board of Directors has full voting privileges. Almost all LAISPS committees have one or more candidates as fully participating committee members.

(e) Student Organization and Alumni Associations

A candidate organization, known as the Association of Candidates and Clinical Associates (ACCA), function to represent the intent of the candidates in the Institute by knowing the Institute business and having voting voice on the Board of Directors. ACCA represents the candidate's needs and the Institute/candidate needs in the general in program planning. This organization has its own by-laws filed in the Institute office. The executive committee of the organization consists of a president, a president-elect, a past president, a secretary and a treasurer. Officers are elected yearly. Meetings are held on a monthly basis at which time reports from all candidate representatives to other committees are presented. The president of the Association is the candidate representative, a full voting member, of the Board of Directors of LAISPS. The president has regular meetings with the Education liaison as well as other committee chairs, as needed. Dues are collected and are used for various activities such as advertisements for the Referral Service, social functions and anything that interests the candidates in a particular year.

There is no separate alumni association. Upon completion of LAISPS requirements to become a certified psychoanalyst, candidates may apply for membership status in the Society.

(f) Academic Achievement Recognition

Academic achievement is recognized by the granting of a certificate in Psychoanalysis upon graduation from the psychoanalytic certificate program, a Doctor of Psychoanalysis upon graduation from the Psy.D./certificate program and a Ph.D. in Psychoanalysis degree upon completion of all requirements pertaining to the Ph.D. program of education.

(g) Tutorial Programs

Not Applicable

## FACULTY REQUIRED FOR EACH SERVICE AND EDUCATIONAL BACKGROUND

There are at present thirty-eight permanent members of the faculty. All faculty members must be licensed mental health professionals and must hold certificates in psychoanalysis. In addition, they must hold medical degrees, doctorates in psychology or a closely related field, or have a Masters in clinical social work. At times, visiting faculty and candidate faculty are used for specific reasons. They, too, must hold a medical, doctoral or Masters degree and must have a specialty in the area in which they are providing a service to the candidates.

### (a) Academic Advisement

Advisement to candidates is provided by the entire faculty. There are fifty-one permanent faculty members and visiting faculty as indicated. The Education Committee, composed of seven permanent faculty members, has primary responsibility for overseeing the progress of each candidate through the program and for advising candidates as they move from one step to the next. They pay close attention to the overall academic standing of each candidate and are available for individual meetings, as needed. The Education Committee also meets with the full candidate body at least two times a year.

Faculty, permanent and visiting, (fifty-one permanent and visiting) are required to meet individually with each candidate after the completion of every course taught.

Supervising faculty members are required to hold training analyst status in order to supervise training analytic cases. There are presently twenty-five active supervising analysts.

Faculty composing Ph.D. dissertation committees must hold Ph.D.s and have expertise relevant to the dissertation topic.

### (b) Placement Assistance and Career Planning

The Referral Service Committee is organized to administer the patient referral program. Candidates may request this service to refer potential analysts in order to fulfill the requirements of training. Only a faculty member who is a supervising analyst can advise the candidates as to whether the patient referred meets the requirement. There are currently twenty-five active supervising analysts.

## ADMISSIONS POLICY AND PROCEDURES

### I. MISSION STATEMENT:

LAISPS offers psychoanalytic training to mental health professionals and qualified individuals from other academic fields. The minimum requirement is a graduate degree (Ph.D. or Psy.D in Psychology, Master's in Social Work, Master's in Marriage and Family Therapy, R.N. in Nursing, or M.D. in Medicine), and a clinical license for mental health professionals. Academicians with a Ph.D. and demonstrated excellence in his or her field can apply for training as a research analyst.

### II. CRITERIA FOR ADMISSIONS TO CANDIDACY:

Applicants must provide an autobiographical statement and information regarding education, training and clinical experience. In addition, letters of reference and academic records are required. To determine the applicant's suitability, the admissions committee will consider the following criteria for evaluation:

- A. Introspective capacity and psychological awareness
- B. Capacity to be analyzed
- C. Capacity to tolerate aloneness and the unknown
- D. Capacity for empathy
- E. Grasp of human complexities
- F. Flexibility and openness to new ideas
- G. Capacity for critical inquiry and intellectual rigor
- H. Scientific curiosity and commitment to learning
- I. Ability to accept and deal with aggression and sexuality
- J. Financial resources, time and energy to sustain psychoanalytic training.

We seek candidates with a capacity for empathy, solitude, intimacy, independence, healthy dependency and comfort with limitations and boundaries. In addition, applicants must have the intellectual capacity to comprehend the complexity of psychoanalytic thinking, and the motivation and perseverance to fulfill the requirements of psychoanalytic training.

### III. RESPONSIVENESS TO INDIVIDUAL NEEDS:

LAISPS has flexibility in meeting some candidates' special needs in the pace of training (e.g., disabilities, anticipations of pregnancy, desire of advance placement, leave of absence, need to proceed at a slower pace, etc) and to assess the feasibility of such parameters with the Education Committee in advance of concluding the evaluation process.

### IV. ADVANCED STANDING:

Acceptance of candidates for advanced standing will be determined on a case-by-case basis by the education committee.

V. APPLICATION FOR ADMISSION:

The deadline for applications is June 1. Applications are accepted throughout the year, but should be submitted by June 1 to give the committee adequate time to conduct the admissions process in consideration for classes beginning in the fall. Request for extension of deadline must be discussed with the Chair of the Admissions Committee.

- A. The completed application including a psychologically-oriented autobiography must be accompanied by the required fee.
- B. Official transcripts of both graduate and undergraduate work and three letters of reference must be submitted. The applicant should verify that these materials have been received in the LAISPS office to make the application complete.
- C. Petitions for waiver of any requirements must be made upon application through the Admissions Chair to the Education Committee.

VI. INTERVIEWING PROCEDURES:

The applicant can anticipate meeting with three separate interviewers. The Chair will select three different Admissions Committee members to serve as interviewers for each applicant.

- A. The applicant is expected to complete three interviews, one of which is a clinical interview. The applicant shall prepare background and process notes from a couple of recent clinical hours with at least one patient whom the applicant considers s/he is working with from a psychoanalytic perspective, if possible. Although the clinical interview usually focuses on one case, it is recommended that the applicant prepare a second case to discuss if necessary. During the clinical assessment the applicant is evaluated in terms of psychological mindedness, and potential for working within the transference and maintaining boundaries. The interview procedure for applicants applying as a research analyst will be adjusted accordingly, presuming that research analysts may not have clinical experience.
- B. The other two interviews are personal interviews, focusing on the general application and the applicant's autobiography. The interview is most often shaped by the applicant's autobiography-what is included and what is excluded. Sensitivity will be observed regarding the appropriate depth of probing into the applicant's internal world and defenses and about issues regarding the applicant's ongoing analysis or therapy.

VII. PROCEDURES FOR DEALING WITH ACCEPTANCES AND REJECTIONS:

A favorable majority in both the Admissions and Education Committees will be required to accept an applicant. If unanswered questions arise during either committee's deliberations, an additional meeting with the applicant may be arranged. Once a final decision has been reached, the Chair of the Education Committee will notify the applicant of the outcome. In the case an applicant is rejected, there is a one-year waiting period before a new application can be submitted.

VIII. BEGINNING THE PERSONAL ANALYSIS:

Admitted candidates should be prepared to begin their four to five times per week personal psychoanalysis with a LAISPS Training Analyst upon admission. It is highly recommended that accepted applicants begin the personal psychoanalysis as soon as possible.

IX. INFANT OBSERVATION:

Infant Observation Course is part of the curriculum. Admitted candidates will be required to take an active role in their pursuit of finding an infant to observe. The instructor for Infant Observation will provide guidelines and make recommendations to aid the candidate in obtaining an infant.

Jill Model Barth, PhD  
Chair, Admissions Committee 2009-2012

## **LAISPS GUIDELINES for Appointment to TRAINING-SUPERVISING ANALYST**

Considerable wisdom and experience is indispensable in one who would deal with the special problems of training analyses and supervision. An applicant for this status is therefore expected to have demonstrated the highest ethical standards, talents, and skills and have earned the professional respect and trust of colleagues.

When an applicant considers it useful to present his/her clinical work to one or several colleagues for assistance in assessing readiness to become a Training-Supervising Analyst, this consultation is optional and private. No report of such consultations will be solicited by COTA. Although we strongly encourage participation in LAISPS study groups, leaders of these groups shall make no report to COTA or to the evaluating committee.

Guidelines for appointment to Training-Supervising Analyst are divided into three categories:

- 1) Those related to the administrative, formal, written application,
- 2) Those related to the clinical presentation, and
- 3) Those related to Training-Supervising Analyst responsibilities.

### Part I: The Written Application

- a) The applicant for appointment to Training-Supervising Analyst shall be in psychoanalytic practice for at least five years post graduation from LAISPS, and shall be a full member of the LAISPS Society (having completed the required paper) at the time of submitting his/her application.

Non-LAISPS IPA Training Analysts who wish to apply for Training Analyst status in LAISPS, must first apply for LAISPS membership through the Membership Committee. Upon acceptance as a member of LAISPS, the prospective applicant needs to spend a year demonstrating their commitment to LAISPS through such activities as teaching, committee work, etc. After a year of such participation, the member can then apply for Training Analyst status, and the application will be evaluated according to LAISPS' customary rules. Lifetime Members who choose to resume Training Analyst status need to sign the Training Analyst consent form.

- b) The applicant shall provide a current copy of his/her license to practice mental health care in the State of California and proof of malpractice insurance valid in the State of California.
- c) The applicant shall provide an account of psychoanalytic activities in LAISPS and the community since graduation including but not limited to teaching, supervision, publication, committee work, oral presentations and other pertinent experience.
- d) The applicant shall have experience with all phases of psychoanalytic treatment including termination.

- e) The applicant must have at least two new analytic cases since graduation (one of each gender if possible). These should have been seen 4 to 5 times a week for at least three, but preferably four or five years. The applicant shall provide clinical case write-ups describing salient features of the psychoanalytic process.
- f) In order to become a Training-Supervising Analyst the applicant must demonstrate a willingness to have clinical work evaluated. An evaluating committee of three Training-Supervising Analysts shall be appointed by the chair of COTA from a list of six names submitted by the applicant to the chair of COTA. It is not necessary for the applicant to ascertain whether the six analysts are willing to serve. Excluded from the list are former analysts, the chair of COTA, case supervisors, and persons whose capacity to render an objective judgment might be questioned.
- g) The applicant shall mail or hand deliver a complete copy of the written application to each member of COTA at least one month prior to the next COTA meeting. The duplication and distribution of the document is the responsibility of the applicant.
- h) Once the applicant has distributed the copies of the application to all COTA members, the chair will convene a meeting of COTA to review and discuss the application. A minimum attendance of 2/3 of COTA membership plus three is required to review and decide on the application. Discussions should be open but contained. After a discussion of the applicant's character, professional qualifications, and the completeness of the Training-Supervising Analyst application, a vote will be taken to accept the application for further processing or to reject it. A 2/3 majority of COTA in favor is required. In the event that the application is referred to the evaluating committee, all questions raised by COTA will be taken up by the evaluating committee in consultation with the applicant.

## Part II: The Clinical Evaluation

Cognizant of the complexity of the analytic enterprise, we wish to undertake the process of evaluation in as respectful, thoughtful, and open-minded a fashion as possible.

- a) From a list of six COTA members submitted by the applicant to the chair of COTA, the chair, outside of the COTA meeting, will select three Training-Supervising Analysts to be evaluators and bring the names back to COTA. If three Training-Supervising Analysts are not available, the chair will ask the applicant to submit additional names. The chair of the evaluating committee will either be appointed by the COTA chair or elected by the evaluating committee. Once constituted, the committee shall, at its discretion, meet with the applicant at least three times for at least two hours each time, or until they are able to arrive at a decision.

- b) The applicant shall demonstrate sufficient immersion in the clinical practice of psychoanalysis. Criteria of immersion include the applicant's ability to demonstrate his/her interest in the practice of psychoanalysis as shown in the proportion of professional time devoted to it in the past as well as the present.
- c) During the course of these meetings, both the examining committee and the applicant shall bear in mind the importance of the following criteria as guidelines, recognizing that each analysis depends upon unique interactions of analyst and analysand:
  - 1) The ability to engage the analysand in an analytic process, and the ability to demonstrate how this process is fostered.
  - 2) The ability to establish a working alliance including setting and managing the frame.
  - 3) The ability to be empathic and to maintain and demonstrate interest in and respect for the analysand.
  - 4) The ability to recognize, follow, work with, and, where warranted, interpret the patient's transference, both positive and negative.
  - 5) The ability to recognize and to make constructive use of the countertransference.
  - 6) The ability to delineate and to handle beginning, working-through, and termination phases.
  - 7) The ability to analyze resistance, anxieties, and defenses (conflict analysis),
  - 8) The ability to analyze dreams, and to balance attention to unconscious fantasy, including the positive and negative transference, with attention to the adaptive context,
  - 9) The ability to use genetic and dynamic interpretations where appropriate,
  - 10) The ability to strike a balance between interpretations and other interventions, and to follow up on the analysand's responses to these.
  - 11) The timing of interpretations and interventions including silence.
  - 12) The attention to unconscious process as well as manifest content,
  - 13) The ability to engage in and foster the process of working through.

- d) When the evaluating committee has completed its evaluation of the applicant it will vote. The decision of the committee must be unanimous, and will be communicated to COTA. On the basis of the recommendation of COTA the Board of Directors makes the appointment. Applicants will be formally notified in writing by the chair of COTA of the Board's determination.
- e) In the event that the applicant is not accepted for Training-Supervising Analyst status, he or she shall receive in writing a summary of the reasons for this decision. If the applicant wishes to appeal the decision, the Chair of COTA has the authority to appoint a separate sub-committee of COTA to evaluate the complaint and to make recommendations to COTA. The unsuccessful applicant may re-apply after one year. If turned down after a second application, he/she may re-apply three years later. At this time the decision may be subject to an appeals process if desired by the applicant.
- f) It is of the utmost importance to protect the professional standing and reputation of members who apply for Training-Supervising Analyst status. All matters concerning the application should be kept in the strictest confidence. Breaches of confidentiality by a member of COTA may constitute grounds for the revocation of Training-Supervising Analyst and/or faculty status.

Part III: Responsibilities of the Training-Supervising Analyst

Once appointed, a Training-Supervising Analyst will be required to sign the Training and Supervising Analyst Agreement, adopted by the Board in 2003, that he or she will contribute actively to the LAISPS community. This agreement will outline the responsibilities incumbent upon Training-Supervising Analysts to maintain their privileges. Such responsibilities include (subject to revision):

- a) Regular attendance at COTA meetings,
- b) Active participation on committees,
- c) Teaching seminars if asked to do so,
- d) Adherence to LAISPS supervision fee guidelines,
- e) Adherence to Education Committee guidelines,
- f) The maintenance of reasonable mental and physical health, and
- g) Adherence to the ethical and moral standards set forth in the code of ethics of the IPA.

The Training and Supervising Analyst Agreement must be renewed five (5) years from the date of the previous agreement. The Chair of COTA will administer the renewal of each agreement when it becomes due. If there is a problem with the renewal of an individual agreement, it will be brought to COTA for discussion and determination in accordance with the provisions of the agreement.

Failure to abide by this agreement may lead to suspension or revocation of Training-Supervising Analyst status and privileges.

## **RESEARCH PSYCHOANALYST CANDIDATE REQUIREMENTS**

The State of California has authorized LAISPS to train qualified persons who are not mental health professionals, but have doctoral degrees from accredited or approved institutions, to become Research Psychoanalysts.

The purpose is to provide such individuals with a thorough knowledge of the theory and clinical technique of psychoanalysis in order to enrich their primary professional field of activity and to allow them to bring their expertise to the furtherance of psychoanalytic thought. The aim is to help promote and enhance the integration of psychoanalysis and other related disciplines which requires expertise in both fields.

Upon completion of the program and certification, Research Psychoanalyst Candidates are eligible to register with the State of California as Research Psychoanalysts which include clinical fee-for service privileges as an adjunct to their primary academic/research work. It is expected that they will continue in their own established professional field upon graduation.

### **ADMISSION REQUIREMENTS**

1. Applicants must have a Ph.D. or its equivalent from an accredited or approved institution.
2. Applicants must be actively involved in teaching, training, or research and demonstrate achievement in their primary field according to the Research Psychoanalyst chapter of the Business and Professions Code of the State of California.
3. Applicants must show a serious interest in psychoanalysis and insight into its relevance to their field of endeavor, as well as some specific ideas as to how they intend to advance their interests in their field of through psychoanalytic training.
4. Applicants are required to take the study program for the California Jurisprudence and Professional Ethics Exam offered by the Association for Advanced Training in Behavioral Sciences (AATBS). This will give the research psychoanalyst candidate a coherent way to understand the legal and ethical regulations related to professional practice in the mental health field. Although the applicant will not take the exam, s/he will be required to meet with the LAISPS Chair of the Ethics Committee to ascertain that the applicant has sufficient knowledge about legal and ethical matters to participate in professional practice. The Ethics Chair will decide the number of meetings required for the applicant to be sufficiently knowledgeable about legal and ethical issues. The Ethics Chair will serve as a resource, should the candidate need further guidance or information with regard to this aspect of his/her

clinical work. The Ethics Chair will give a written report of the candidate's progress in this area to the Education Committee.

The research psychoanalyst candidate would also be required to take the mandated four-hour continuing education course on law and ethics during each two-year cycle and provide documentation of its completion to the Education Committee until s/he is eligible for registration as a Research Psychoanalyst.

5. Applicants must provide written verification of registration as a Research Psychoanalyst Student with the Division of Licensing of the Medical Board of the State of California with biennial renewal.

### **PROGRESSION REQUIREMENTS**

1. Research Psychoanalyst Candidates must complete a LAISPS approved course or tutorial on Differential Diagnosis which provides exposure to a wide variety of psychopathologies. This requirement may be completed prior to admission to the institute, but is required during the first semester of the first year.
2. Upon beginning training Research Psychoanalyst Candidates must have a supervised psychotherapy experience in a LAISPS approved clinical internship program consisting of no less than 10 clinical hours of direct service per week for a minimum of 10 months. In addition to the supervision provided by the internship, the candidate must have a LAISPS training analyst supervisor for a minimum of one session per week for the entire time. A written report by the supervisor is required every six months. Further clinical experience may be required by the Education Committee.

In addition, the candidate must participate in at least one continuous case conference seminar in which s/he makes case presentations. This may be provided by the clinical internship program or through some other LAISPS arrangement.

3. Upon satisfactory completion of the clinical internship and on the written recommendation of the LAISPS supervisor, the Research Psychoanalyst Candidate may begin a first control case according to the guidelines as specified in the LAISPS Catalogue.
4. On the written recommendation of the LAISPS supervisor and with prior approval of the Education Committee, private psychotherapy cases may be undertaken following satisfactory completion of the psychotherapy internship. This must be under the supervision of a LAISPS training analyst with a minimum of one hour of supervision per week for every four cases being treated. The supervisor must report to the Education Committee in writing every six months.

5. To fulfill the Certificate in Psychoanalysis requirements, the Research Psychoanalyst Candidate must complete the core curriculum requirements according to the current Catalogue. These are:
  - a. Four years of course work;
  - b. Three training cases with three different LAISPS training analyst, one hour of supervision per week per case for the first year, with a minimum total of 200 hours of supervision;
  - c. A personal analysis which is recommended to continue while the candidate is fulfilling the certificate program requirements; and
  - d. The acceptance by the Education Committee of a final paper covering one of the training cases.

In addition, Research Psychoanalyst Candidates must have a second year of supervision for each case for no less than one hour of supervision per month, and must take at least one case to termination.

Satisfactory completion of all of the requirements of the Research Psychoanalyst training program will qualify the candidate for the Certificate in Psychoanalysis and eligibility to register with the State of California as a Research Psychoanalyst. This confers the right for Research Psychoanalysts to practice fee-for-service psychoanalysis for an average of one-third of their total professional time as an adjunct to teaching, training, or research in their primary field and to present themselves to the public as psychoanalysts. Research Psychoanalysts may not engage in the full-time-fee-for-service practice of psychoanalysis. Graduates from the certificate program also qualify for the Psy.D. degree in psychoanalysis, certification as a Fellow of the IPA (FIPA designation), and eligibility for full membership in LAISPS, CIPS, and the IPA.

The Education Committee is responsible for monitoring both the admissions and progressions process of Research Psychoanalyst Candidates to insure that all of the requirements are being followed.

**Final draft**  
**Board approved 2/28/06**

**ACCEPTANCE OF TRANSFER CANDIDATES AND VERIFICATION THAT  
PREREQUISITES HAVE BEEN MET**

- 1) All transfer candidates must possess either a Masters degree, a Doctoral degree or a degree in medicine for admission to the Psy.D./Certificate and/or Ph.D. Programs in Psychoanalysis. The institution of higher education where the degree was obtained must offer degree programs equivalent to degree programs approved by the State of California Council for Private Postsecondary and Vocational Education or be accredited by an accrediting association recognized by the United States Department of Education.
- 2) Transfer credits are accepted ONLY from Institutes of Psychoanalysis with standards comparable to those of LAISPS. Transfer credits are awarded only after an evaluation by at least three qualified faculty in that specific subject area. The faculty evaluating the transfer credits shall prepare a written report indicating the documents in the candidate's record on which the faculty members relied and the basis for determining that the transfer and/or prerequisite credit is equivalent to the Institute course offering. The Institute Admissions Committee, in collaboration with the Education Committee and with the approval of the Board of Directors, evaluate equivalency for transfer credit and verifies that prerequisites are met through transcript review, study of course syllabi, and oral examination and report written by three faculty. All courses examined for transfer credit must demonstrate a balance between theory and practice.
- 3) The Institute designates the Chair of the Ph.D. Program to review faculty evaluations to assure that they are consistent with stated policies and standards and that transfer credits as well as proper verification of prerequisites have been met. Also, that all documentation has been recorded in a uniform and appropriate manner.
- 4) No more than thirty (30) graduate semester units of transfer credit (or the equivalent in other units that are awarded by another recognized institution) may be credited toward a Certificate/Psy.D. or Ph.D. Degree in Psychoanalysis of LAISPS.

## GENERAL INFORMATION

Administrative office hours: 9:00 a.m. to 4:00 p.m., Monday through Thursday

Class schedule: 4:00 p.m. to 6:00 p.m. and 6:00 to 8:00 p.m., Wednesday

Exception: There are three courses in the second semester of the first year. The time and day of the third course is arranged between instructor and candidates.

*Classes are not scheduled on legal holidays*

The Institute's academic year ordinarily begins the fourth Wednesday in September and continues through the end of June. A schedule of classes is available during the registration period. All courses meet weekly unless otherwise noted. The Institute operates on two (2) sixteen week academic semesters.

### Housing

LAISPS has no responsibility to find or assist candidates with housing.

### Continuing Education Credit

Most of the course work in the Institute has been approved for MCEP Credit by the California Psychological Association Accrediting Agency.

(Provider # LOS001)

LAISPS is approved to offer Continuing Education for clinical social workers by the Board of Behavioral Sciences, for all course work.

(Provider #PCE 311)

### Facilities

Classes are held at: 12011 San Vicente Boulevard, Suite B3  
Los Angeles, CA 90049

Ample parking space is available

Supervision of Candidates takes place in the office of the supervisors

## TUITION AND FEES SCHEDULE AND REFUND POLICY

Schedule of all candidate charges and a statement on policies for cancellation and refund:

### Schedule of candidate charges:\*

#### Psy.D. and Certificate Program Tuition and Fees Schedule

Application Fees		\$125.00
Non Refundable Registration Fee		\$60.00
Late Registration Fee		\$75.00
Tuition Per Semester* Includes a \$30		\$1,230.00
CEU Fee		
Annual Matriculation Fee For Advanced		\$750.00
Candidates		
Leave of Absence Fee Annually		\$300.00
Late Payment Fee		\$30.00
Supervisory Fee (\$75.00 per hour)	Annual Fee	\$3,750.00
Personal Analysis	** Approximately	\$1,600.00 per month
Books and Materials	Subject to required readings. Some of required reading materials are provided to candidates: of materials not provided, most can be obtained from local library facilities.	
Graduation		\$235.00
Psy.D. Diploma		\$250.00

All fees are subject to periodic review.

Cost per unit:

First year	\$116.00
Second through fourth year	\$137.33

**Total Cost of Course Work for Four Years = \$9,600.00**

\* Paid semi-annually before classes begin.

\*\* Paid on an hourly basis to be arranged with analyst. Personal analysis constitutes a minimum of four times per week for approximately four years at a total cost of approximately \$70,000.00. Private arrangements may vary from this estimate.

**PH.D. in PSYCHOANALYSIS PROGRAM FEES**

Enrollment Fee	\$1,500.00
Course Fee	3 courses @\$1,500.00 per course (16 sessions each)
Prior to Preliminary Orals	\$1,500.00
Prior to Final Orals	\$1,500.00
Total for Ph.D. Program component only	<b>\$9,000.00</b>
Matriculation Fee per Semester (Any semester in which tuition/fees are not paid)	\$750.00
Books and Materials	Subject to required readings. Some of the required reading materials are provided to candidates. Those not provided can be obtained from local library facilities.

Cost Per Unit:	
Research Methods I:	\$500.00
Research Methods II:	\$750.00
Philosophy of Science:	\$750.00

**The total amount for all fees, charges, and services the candidate is obligated to pay for the course or educational service is:**

Psy.D./Certificate Program	=.....\$8,800.00
Ph.D. Program	=.....\$9,000.00
200 Hours of Supervision	=.....\$13,000.00
Personal Analysis (Approximately)	=.....\$70,000.00
<b>Psy.D./Certificate Program Total Cost</b>	<b>=.....\$91,800.00</b> (approximately)
<b>Ph.D. Program Total Cost</b>	<b>=.....\$100,800.00</b> (approximately)

*\*Fees must be paid before the start of classes.  
All fees are subject to periodic review.*

BUYER’S RIGHT TO CANCEL

The candidate has the right to cancel this enrollment agreement and obtain a refund. All monies paid, less the non-refundable \$60.00 Registration Fee, will be completely refunded if the student cancels enrollment prior to or within five days after the first class. In addition, the candidate may withdraw from a course and receive a pro rata refund for the unused portion of the tuition and other refundable charges if the candidate has completed 60% or less of the instruction. The refund shall be the amount the candidate paid for the instruction, multiplied by a fraction, the numerator of which is the number of hours of instruction which the candidate has paid for but not received and the denominator of which is the total number of hours of instruction for which the candidate has paid.

Example:

\$1500.00		32 clock hours of instruction		
amount paid	x	paid for but not received	=	\$750.00
for instruction		78 clock hrs. for candidate		refunded paid amt.

Cancellation of enrollment must be made in writing to the Education Committee Chair, LAISPS, 12011 San Vicente Blvd. Ste 310, Los Angeles, CA 90049-6604. If LAISPS cancels or discontinues a course or educational program, the Institute will make a full refund of all charges. Refunds will be paid within 30 days of cancellation or withdrawal.

California Law requires that, upon enrollment, a fee be assessed in relation to the cost of tuition (education Code Section 94343). These fees support the Student Tuition Recovery Fund (STRF), a special fund established by the California Legislature to reimburse students who might otherwise experience a financial loss as a result of untimely school closure. Students may be reimbursed by STRF only for prepaid, but unused tuition monies. Institutional participation is mandatory.

It is important that enrollees keep a copy of:

- 1) any enrollment agreement, contract, or application to document enrollment,
- 2) tuition receipts, or canceled checks to document the total amount of tuition paid, and
- 3) records that show the percentage of the course which has been completed. Such records would substantiate a claim for reimbursement from the STRF, which, to be considered, must be filed within 60 days following school closure.

Any questions or problems which have not been satisfactorily resolved by LAISPS should be directed to the:

**Council For Private Postsecondary and Vocational Education**  
**1027 10th Street, Fourth Floor**  
**Sacramento, CA 95814**  
**(916) 327-7617**

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending schools approved by, or registered to offer Short-term Career Training with the Bureau for Private Postsecondary and Vocational Education (Bureau).

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF fee, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. The school's breach or anticipatory breach of the agreement for the course on instruction.
5. There was a decline in the quality of the course of instruction within 30 days before the school closed, or if the decline began earlier than 30 days prior to closure, a time period of decline determined by the Bureau.
6. The school committed fraud during the recruitment or enrollment or program participation of the student.

You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the school for violation of the Private Postsecondary and Vocational Education Reform Act of 1989.

You must pay the state-imposed fee for the Student Tuition Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident and prepays all or part of your tuition by cash, guaranteed student loans, or personal loans and,
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF fee if either of the following applies:

1. You are not a California resident,
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

## INSTITUTE PROGRAMS AND CURRICULA

**Title of Degree:** CERTIFICATE IN PSYCHOANALYSIS and PSY.D.

**Degree Program:** Psychoanalysis

**Program Description:** Psychoanalysis is a branch of science developed by Sigmund Freud and his followers, devoted to the study of human psychology. It is usually considered to have three areas of application:

- (1) A method of investigating the mind,
- (2) A systematized body of knowledge about human behavior (psychoanalytic theory), and
- (3) A modality of therapy for emotional illness (psychoanalytic treatment).

### **Requirements:**

#### **Program:**

The curriculum of the academic program is made up of four years of required classes designed to enable the certificate candidate to master a body of psychoanalytic knowledge and research. These include classes in the study of normal personality development, theory of psychopathology, and theory and technique of psychoanalysis. The program is a complete course of study in psychoanalysis.

The focus in the certificate program is on extensive and intensive reading of the works of Freud and other psychoanalytic theoreticians including ego psychologists, object relations theorists, self psychologists, intersubjectivists and relational theorists, and on clinical theory and practice including yearly clinical case conference seminars. The course of study culminates in writing a final paper based on one of the candidate's control cases.

#### **Course Work:**

The program consists of four years of courses and seminars that are intended to instruct the candidate in psychoanalytic theory and the clinical applications of the theory. The basic readings cover Freud's major works, the related writings of his students and followers, and the contemporary literature that has developed from Freud's clinical and theoretical thinking. Candidates are expected to read and master an extensive body of psychoanalytic literature. Participation in Institute-wide study groups may also be available.

During course work evaluations, discussed with candidates prior to submission to the Education Committee, the following factors are taken into account by the instructors:

1. Written or oral reports as required by the instructor;
2. Completion of papers or oral presentation in class as assigned;
3. Performance and participation in class, including the instructor's impressions of such objective criteria as completion and grasp of assigned readings;
4. Particularly marked personality difficulties affecting learning and participation in class.

Candidate can miss two classes in a sixteen-week period, or one class in an eight-week period without a need to make up the class. If more absences occur, the candidate and the instructor must discuss how the missed classes will be made up, i.e., written or oral report, articles reviewed, etc. If this is not done in the allotted time, an Incomplete will be given until the instructor determines the work has been completed satisfactorily. The instructor must then notify the Education Committee in writing that the Incomplete has been satisfied.

**Incompletes:**

Any "Incomplete" grade incurred in the Fall or Spring semester of a given Institute year (September 1st through August 31st) must be made up to the instructor's satisfaction by August 31st of that year in order for the candidate to register for the following Fall semester. This means, for example, that any "Incomplete" received during the Fall 2006 or Spring 2007 semesters must be made up by August 31, 2007 in order for the candidate to register for Fall 2007 classes.

**Supervised Analysis:**

Candidates are required to see three patients in psychoanalysis, under supervision, each one seen at least four separate sessions per week. Double sessions are generally not acceptable. In rare cases an exception for double sessions may be made for the third control case through collaboration between the supervisor of the case and the Education Committee for a final decision. There will be no exception in the candidate's first or second control case.

**Informed Consent.** Candidates must inform their control case analysands that they are in-training cases, and that they are presenting the case in supervision. The completion of this requirement is to be noted in the appropriate place on the Progression Form. (This requirement is not retroactive for cases already in progress.

as of January 1, 2004.) Most importantly, when informing patients about their control case status, candidates are not to mention any time requirement (e.g., that they will need to be in analysis for one year, two years, etc.).

The supervision requirements for one of the cases will be considered attained upon the completion of fifty consecutive weekly (excluding vacations) supervisory hours, written reports on the case given to the supervisor at twenty-five hours of supervision and at fifty hours of supervision, and evaluations written by the supervisor at twenty-five hours and fifty hours. The evaluations of the supervisor will be written whether or not the candidate has handed in a report. The candidate and supervisor will sign the report before it is filed.

The requirements for the other two cases will be considered attained upon the completion of fifty consecutive weekly (excluding vacations) supervisory hours, reports, and satisfactory evaluations at the twenty-five and fifty week mark of supervision and an additional calendar year of supervision beginning after fifty supervisory sessions, with frequency of supervision to be determined by the supervisor and candidate. Reports by the candidate and evaluations by the supervisor are required at the six-month mark and at the twelve-month mark of the calendar year that begins after the first fifty hours of supervision. Evaluations will become part of the candidate's file.

A minimum of two hundred supervisory hours must be completed in order to graduate. No training cases will be considered complete with less than fifty supervised hours. At times, a patient may terminate an analysis before the candidate finishes the fifty hours of supervision. In that situation, if a candidate chooses to receive twenty-five hours of credit toward supervision on that case, he or she needs to satisfactorily complete the twenty-five week write-up, and the supervisor has to submit the evaluation of the same time period. Though the candidate may not end up needing these hours (generally, the required hours are easily met within the completion of the supervisions on the three cases), it is often helpful to write up the twenty-five week report to learn more about what went on in the case.

Candidates need to find a supervisor before introducing the possibility of being a control case to any particular patient. This allows time for the candidate and supervisor to establish a relationship well before the case begins. The candidate also gains the opportunity to get the supervisor's help in assessing the viability of a potential case and in transitioning the patient into analysis.

Candidates are urged to begin the first case as soon after beginning the program, as they are able. The candidate must inform the Education Committee, in writing, of their wish to begin the first case. The second case may commence after twenty-five sessions of supervision, a first report on the first case and the approval of the first supervisor. The candidate must obtain their current supervisor's signature on the Control Case Approval form (obtainable from the Institute office), indicating permission to proceed to the next case, and inform the Education Committee, in writing of their intention to begin the next case.

The third case may begin upon the approval of the first and second supervisors after twenty-five sessions of supervision on the second case, up-to date reports of the first two cases, first and second supervisor's signatures on the Control Case Approval form, and written notification to the Education Committee. The decision to proceed is based on the evaluation of the candidate's ability to work and think analytically.

If a supervisor or the Education Committee considers a candidate to be having difficulty in progressing satisfactorily, a committee consisting of all supervisors to date and the faculty that have been involved with the candidate will meet. The Progression Chair or the Education Committee will offer feedback about the result to the candidate. In some cases, the candidate may be asked to take on a fourth case.

Candidates may change supervisors with no fault attributed, but must inform the current supervisor first, in person. The candidate must inform the Chair of the Education Committee in writing about the termination with a supervisor and the commencement with another, before any supervisory hours with the new supervisor will be credited.

The supervision fee is set by the Institute. The guidelines for supervision fees are as follows: For control case supervision, the \$75.00 fee will be divided \$50.00 to the supervisor and \$25.00 to the Institute. For the "at least two months" supervision on potential control cases (see below), the entire \$75.00 will go to the supervisor.

When a candidate is ready to begin a control case and either has prospective patient or is looking for a case, the Institute supervision fee begins to apply for at least a period of two months, assuming that a four times per week analysis could reasonably be expected to be under way in that amount of time. If the four time-a-week analysis has not begun after the "at least two months" period is over, maintaining the Institute supervision fee or changing it would be up to the individual supervisor. Supervisors need to inform the candidate how they are planning to handle the policy (e.g., keep the fee the same after two months, raise it, or not necessarily know at that time). In cases where the candidate wants to reserve a supervisory hour for the prospect of a control case in the distant or unspecified future, fee arrangements are up to the supervisor and candidate. Actual supervisory hours will be counted for credit once the candidate has begun supervised psychoanalysis of a case at least four sessions per week.

If the supervision is not mandated, but is voluntary (e.g., beyond the required supervisory hours, or a graduate going back for supervision during the termination phase of the analysis) the fee will be arranged between the supervisor and candidate.

The Institute supervisory fee applies until the Education Committee determines that the candidate has completed the supervision required of the case. Matters pertaining to times and missed appointments with the supervisor are arranged with the supervising analysts. Most candidates are fully licensed psychotherapists and are thus legally and ethically responsible for the treatment of the person in analysis. Research candidates must abide by the rules and regulations for Research Psychoanalyst Registration as delineated by the Board of Medical Examiners.

### **Personal Analysis:**

Personal analysis is required of all candidates. The value of such an experience has long been established in the psychoanalytic literature. Indeed, vital as personal analysis is for the resolution of neurotic conflicts and the understanding of character of organization, it is especially critical in the training of the practicing psychoanalysts for whom it offers first hand knowledge of the unconscious. In addition, it is expected that a personal analysis will enhance the candidate's capacity for empathy, creative thought and for a fuller involvement in psychoanalytic research and practice.

The confluence of course work, the personal analysis and supervised analytic cases, known as the tripartite model of study, is considered vital in helping a candidate to integrate the personal, clinical, and theoretical aspects of psychoanalytic work. Though a minimum of four years of analysis is required, in keeping with the spirit of the tripartite system of education, it is strongly recommended that candidates remain in analysis until completion of control case supervisions.

The candidate is required to choose an analyst from among the training analysts of the Institute. Arrangements for the analysis such as time and fees are concluded privately between the candidate and the analyst. A minimum frequency of four times weekly is required.

The personal analysis is separated completely from the evaluation of the candidate's progress in the Institute program. Therefore the only reporting aspect of the analysis to the Education Committee is the biannual confirmation (September and March each year) that the analysis is ongoing or terminated on the Progression Form. When an analysis is terminated with a given analyst, the only information he or she is expected to provide is whether the analysis has ended by mutual agreement or unilaterally. If a candidate chooses to see another analyst, he or she must notify the Education Committee. Termination of the candidate's analysis needs to be by mutual agreement in order to receive credit for completion of LAISPS' personal analysis requirement. This means that the analyst and analysand agree that the requirement of the personal analysis has been satisfied and the termination is appropriate.

Upon completion of the LAISPS program, candidates will:

- 1) Write a letter to the Education Committee stating that all requirements have been satisfied, and
- 2) Complete and send a final Progression Form to the Education Committee with supervisor's and analyst's signatures for requirements not already signed off.

Upon verification, the Education Committee will send the candidate a letter of confirmation. All forms, reports, slips, etc. should be addressed to the Education Committee and sent directly to the Institute office.

### **The Final Paper:**

Effective Fall 2002, after the candidate has satisfactorily completed all seminars, three, or in some cases four, full control case supervisions totaling two hundred supervisory hours and all case write-ups and evaluations, the last formal requirement is the acceptance of a final paper which meets the standards of the Education Committee. These standards are designed to fulfill the requirements of certification in psychoanalysis, the Doctor of Psychoanalysis (Psy.D.), and full membership in LAISPS' Society. The Education Committee has recommended that guidelines be developed for research projects and scientific papers that could satisfy this requirement in lieu of a case presentation. Upon approval of the final paper, the candidate becomes a certified psychoanalyst, a full member of LAISPS and, if desired, receives a Psy.D. The final paper is then to be presented to the training analysts, faculty members, and candidates of the Institute and Society.

### **Associate Membership:**

Candidates who began their formal psychoanalytic training in the fall of 2001 or earlier, are eligible to receive their Certificate in Psychoanalysis and become Associate Members of LAISPS on completion of the course work, supervision, and personal analysis requirements. They are eligible to become full active voting members of LAISPS and to receive a Psy.D. in Psychoanalysis after approval of the final paper by the membership committee.

### **Membership:**

When the candidate has successfully completed all requirements, including all course work, three full supervisions, case write -ups and evaluations, and the final paper, he/she will receive a Certificate of training in Psychoanalysis, attain full membership in LAISPS' Society and, if desired, receive a Psy.D. in psychoanalysis.

### **Guidelines For Writing Membership and Psy.D. Paper:**

The following guidelines are intended to:

- 1) Delineate the purpose of this final paper,
- 2) Describe the format
- 3) Offer suggestions in the writing of an analytic case
- 4) Outline the procedure for submission of the paper to the Membership Committee. The Membership Committee's goal is to foster a supportive climate in LAISPS characterized by high standards and a commitment to helping Associate Members achieve full membership.

The purpose of the final paper is to demonstrate an understanding of psychoanalytic process and the capacity to conduct an analysis at a level expected of a graduate analyst. This requires writing in adequate detail about the rich, complex, analytic process as exemplified by the dynamic transference-countertransference relationship between analysand and analyst. This can be accomplished by focusing on aspects of the analysis with accompanying theoretical discussion which evolves from the analysts understanding of the patient (as opposed to selecting a theory and trying to fit the patient to it).

Telling the story of the analysis should include a sense of who the patient is historically and why the patient sought treatment. The paper should reveal the analyst's understanding of the patient's psycho-dynamics as well as the patient's intrapsychic picture as it changes over the course of the analysis. Considerable illustrative process material is essential. Elements of the analysis should be elaborated; for example, dreams, the frame, resistances, anxieties, evolution of the transference-countertransference dyad, non-verbal communication, and phases of the analysis including termination issues. It will be important that the paper show how the analyst thought and felt about the material, in what way countertransferences and conceptualizations effected interventions, how interventions facilitated the analysand's intrapsychic changes, and how the work was viewed retrospectively, including changes in the analyst (i.e., influence of supervision, further readings, etc.).

The writer is expected to be aware of and integrate relevant literature but literature reviews should be focused to illustrate a thesis or make an argument, as there is little value in simply listing seminal articles. An interesting clinical problem can be described phenomenologically, and the analyst's struggle to comprehend it can be set out by drawing on the clinical events and the analyst's thoughts about them from a theoretical perspective. There is no set order or structure to the paper, but the writer should strive to integrate the above suggestions into a coherent whole.

The paper should be approximately thirty to forty double-spaced pages plus bibliography. Anyone who would like consultation before submitting a paper may contact the Membership Committee Chair. An applicant ready to submit a paper informs the Chair who then convenes a committee of three readers, excluding any committee member who has been consulted on the development of the paper. It is the applicant's responsibility to send a copy of the paper to each reader. Feedback from the Committee will be given within one month (although holidays could lengthen that time).

Upon approval of the paper, the new member will present the paper to the Society. The oral presentation of the paper should not exceed fifty minutes. A discussant from within the Society (or sometimes from outside) may be chosen if so desired, but this should be done in collaboration with the Membership Committee.

**Time Constraints and Limitations:**

A candidate must complete all of the above requirements for the certificate within seven calendar years from the date of enrollment in the Certificate Program. All candidates who have failed to complete the program within this time limit must formally request an extension of their tenure in writing to the Chair of the Education Committee. The Education Committee will review this request to determine approval or disapproval of the petition. This approval of reinstatement will be limited to a designated period of time. If all requirements are not completed within the stated time period, the candidate is terminated from the program. The candidate may appeal the decision first to the Education Committee and then the Board of Directors.

**Prerequisites:**

The Certificate/Psy.D. program is open to licensed mental health and behavioral science professionals with at minimum a master's degree. In addition, the State of California has authorized the Institute to educate qualified persons who are not mental health professionals to become Research Psychoanalysts. These researchers can obtain psychoanalytic education to allow for the application of psychoanalytic concepts to their chosen fields of expertise. The Institute is primarily concerned with assessing the applicant's suitability for advanced graduate training and subsequent research and practice in psychoanalysis. The main criteria for selection are emotional and intellectual capacity to undertake a rigorous program that requires a sustained commitment to this educational goal.

**"Prescriptive" Education**

All of the course work (24 courses) in the program is "prescriptive" as the integration of theory with clinical data is central to psychoanalytic thinking.

**Instructional Methods:**

The guiding principle of education in the Institute is the tripartite model acknowledged internationally among psychoanalytic institute. Tripartite training implies that classroom instruction, training analysis and supervised analyses are joined in a program that develops organically as a system. Each aspect of the program is affected by development in the others, enhancing and deepening the student's learning experience.

## TRAINING/ PSY.D. CURRICULUM

All of the following courses are upper division graduate core courses and all are requirements for completion of the program.

### First Year Courses

	Credit Units
<b>110 Introduction to Technique: On Becoming a Psychoanalyst</b>	.55

This course addresses the psychoanalytic frame, setting and attitude. It explores the many personal and professional aspects of becoming a psychoanalyst. Similarities and differences between psychoanalytic psychotherapy and psychoanalysis will be studied, including conversion of patients from psychotherapy to psychoanalysis.

*4 Sessions of 2 lecture hours*

<b>111 Technique I: Basic Clinical Concepts</b>	1.07
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Beginning with Freud's papers on technique, this course introduces the basic clinical concepts of psychoanalysis. Candidates will study the following overlapping subjects:

1. Transference and its vicissitudes.
2. The nature of therapeutic interactions: Interpretation, insight, the defense mechanisms.
3. Countertransference and its vicissitudes: Analytic listening, empathy and intuition.
4. Resistance(s) and the process of working through.

*8 sessions of 2 lecture hours*

<b>112 Psychoanalytic Theory of Development I: Infancy &amp; Early Childhood</b>	1.60
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The theory of normal and abnormal development from infancy through the Oedipal phase will be traced through readings including observational research. The clinical application of developmental stage theory to intervention for infants, young children and adults will be studied. Central contributions include the work of: B. Beebe, S. Fraiberg, P. Fonagy, A. Freud, M. Klein, M. Mahler, R. Spitz, , D. Stern and C. Trevarthen.

*12 Sessions of 2 lecture hours*

### **113 Psychoanalytic Theory I: Freud**

3.20

This course divides Freud's original work into three phases according to his development of models of the mind:

1. Until about 1897 Freud regarded psychopathology as the outcome of psychic trauma.
2. From 1897, Freud's discovery of the pathogenic importance of unconscious drives ushered in the Topographic Model.
3. In 1923, Freud formalized the Structural Model.

Over 24 weeks, topics will include, the impact of psychic trauma, Systems conscious, pre-conscious and unconscious; infantile sexuality, primary and secondary process, the nature of internalization, ego ideal, the theory of instinctual drives, narcissism, his first and second theories of anxiety.

*24 Sessions of 2 lecture hours*

### **114 Infant Observation**

2.78

Each Candidate will observe a baby and mother for one hour per week in a home setting. Detailed written process notes of each observation will be discussed in weekly seminar. The course facilitates the Candidate's capacity to:

1. Observe without intervening.
2. Infer mental states based on non-verbal behaviors.
3. Become aware of his/her reactions to observed dyadic states of mind.

Each Candidate is responsible for finding an infant-mother dyad to observe, in consultation with the Instructor.

*16 Sessions of 2 lecture hours*

*16 Sessions of 1 lab hour*

**TOTAL CREDIT UNITS REQUIRED IN FIRST YEAR:  
PSY.D. / CERTIFICATE PROGRAM = 9.20**

## Second Year Courses

### **214 Psychoanalytic Technique II: Further Technical Issues** 1.07

This course continues the study of topics presented in Technique I, but in more detail and with more sophistication. Specific topics include; Transference, psychosis, invasive projective identification and related countertransferences, resistance, negative therapeutic reaction in light of omnipotence, various conceptions of regression, erotized transferences, and enactment.

*8 sessions of 2 lecture hours*

### **215 Psychopathology 1** 1.07

This course covers patients within the neurotic spectrum, those for whom psychoanalysis was designed. The essential focus is on the psychoanalytic theory of neurosis, including Freud's thinking on repression and symptom formation in the psychoneuroses – i.e., hysteria and obsessional neurosis as compared with the actual neuroses. The character neuroses are also studied. Other important contributors include Greenson, A. Freud, Reich, E. Bibring, Fenichel, Schafer, Loewenstein, and Brenner.

*8 sessions of 2 lecture hours*

### **212 Psychoanalytic Theory II** 3.20

This course introduces the major schools of psychoanalytic thought that emerged as evolutions from, or reactions to, Freud's work:

- II a. American Psychoanalysis: Ego Psychology – 8 sessions.  
This section begins with the Hartmann era and follows the development of ego psychology into contemporary modifications and revisions. Central contributors may include: A. Freud, David Rapaport, Hartmann, Kris, and Lowenstein, Schafer, Erikson, Kernberg, Jacobson, Sandler, Gray and Busch.
- II b. Kleinian Theory – 8 sessions.  
This section focuses on Klein's work from 1921 through 1960, including: Early onset of the Oedipus complex in boys and girls, primitive superego, paranoid-schizoid and depressive positions, normal and pathogenic manic defense, splitting and projective identification, and envy.
- II c. British Independent Group – 8 sessions.  
This section focuses on the work of the early and most influential British Independents; Fairbairn, Winnicott, and Balint. Other main contributors include Jones Brierly, Sharpe and Bowlby, among others. Particular attention is given to early mental development, frustration and trauma linked to normal and pathological internalizations, and the implications of pathogenic internalizations for clinical psychoanalysis.

*24 sessions of 2 lecture hours*

**213 Psychoanalytic Theory of Development I: Infancy and Early Childhood** 1.07

The theory of normal and abnormal development from infancy through the Oedipal phase is traced through readings of observational research and discussion. Also the clinical application of developmental theory to intervention programs for infants and young children and their parents is presented. Central contributions include those of Mahler, Bowlby, Stern, Beebe, Fonagy, Trevarthen, and Fraiberg.

*8 sessions of 2 lecture hours*

**216 Continuous Case Conference I** 2.13

A psychoanalytic case presented by a candidate is followed in detail to demonstrate the vicissitudes of the psychoanalytic process. The instructor is encouraged to explicate his/her theoretical position in the service of better framing discussion among students. In the service of learning, instructors may find it useful to present their own clinical work and are encouraged to do so.

*16 sessions of 2 lecture hours*

**TOTAL CREDIT UNITS REQUIRED IN SECOND YEAR:  
CERTIFICATE/PSY.D. PROGRAM = 8.54**

## Third Year Courses

### 312 Psychoanalytic Theory III

4.27

Building on the concepts of Psychoanalytic Theory II, this course will address further developments and more contemporary writings.

#### III a. American Psychoanalysis – 16 sessions

This section examines the expansions of, and alterations to, classical ego psychology that emerged within the following theories:

1. First 8 sessions: Self-psychology, and intersubjectivity.
2. Second 8 sessions: Interpersonal Theory and Relational Theory.

#### III b. Kleinian Theory - 8 sessions

Includes the clinical and theoretical ideas of Klein's contemporaries and of the London Klein group after her death. Main contributors include Riviere, Segal, H. Rosenfeld, Bion, Money-Kyrle, Meltzer, Steiner, Feldman, Joseph, and Britton.

#### III c. British Independents – 8 sessions

Further study of the British Independents and others working in the Independent tradition, including contributions from Milner, Khan, Bollas, Casement, Modell, Klauber, Little, Stewart, Ogden, and Symington.

*32 sessions of 2 lecture hours*

### 314 Psychoanalytic Technique III: Theory of Dream Interpretation

1.07

This course introduces the theory of dream interpretation, covering certain of Freud's basic writings and the contributions of others. Focus is on the analytic use of the dream to understand dynamics, resistance, character and transference. To this end, specific attention is given to understanding the latent and manifest content, the nature of the dream work as primary process, the relationship of the dream to metaphor, and symbolism. Case material is used extensively.

*8 sessions of 2 lecture hours*

**315 Psychopathology II**

1.07

This course covers the borderline and narcissistic pathologies. Important contributors include Kernberg, Searles, Kohut, Stolorow, H. Rosenfeld, Bach, and Grotstein.

*8 sessions of 2 lecture hours*

**316 Continuous Case Conference II**

2.13

A psychoanalytic case presented by a candidate is followed in detail to demonstrate the vicissitudes of the psychoanalytic process. The instructor is encouraged to explicate his/her theoretical position in the service of better framing discussion among students. In the service of learning, instructors may find it useful to present their own clinical work and are encouraged to do so.

*16 sessions of 2 lecture hours*

TOTAL CREDIT UNITS REQUIRED IN THIRD YEAR:  
PSY.D. / CERTIFICATE PROGRAM = 8.54

## Fourth Year Courses

### **413 Psychoanalytic Theory of Development II: Latency and Adolescence** 1.07

This course includes early contributions and more contemporary literature on latency and adolescence. Covered topics include normalcy and deviations, and therapeutic considerations.

*8 sessions of 2 lecture hours*

### **414 Psychoanalytic Technique IV: Advanced Technique** 2.13

The final course in technique will continue the study of dreams, and address the process of termination

- IV a. Advanced Dream Interpretation – 8 Sessions
- IV b. Termination – 8 Sessions

*16 sessions of 2 lecture hours*

### **415 Psychopathology III** 1.07

This course covers perversions, manic-depressive illness, the schizophrenias, and autistic and schizoid states. Central contributors include: Freud, Stoller, McDougall, Klein, Meltzer, Bick, Bion, Ogden, Searles, Fairbairn, Kanner, Segal, and Winnicott.

*8 sessions of 2 lecture hours*

### **416 Continuous Case Conference III** 1.07

A psychoanalytic case presented by a candidate is followed in detail to demonstrate the vicissitudes of the psychoanalytic process. The instructor is encouraged to explicate his/her theoretical position in the service of better framing discussion among students. In the service of learning, instructors may find it useful to present their own clinical work and are encouraged to do so.

*8 sessions of 2 lecture hours*

**417 Electives**

2.13

It will be the responsibility of the candidate group to design and obtain instructors for this block of seminars. Candidates will design these courses in consultation with the Education Committee in the spring semester of their third year.

*16 sessions of 2 lecture hours*

**418 Culture and Psychoanalysis**

1.07

This course examines culture through a psychoanalytic lens. Issues to be explored might include: The impact of culture and immigration on character formation and identity; the roles of culture in the analytic situation regarding transference and countertransference; psychoanalysis as culture critic; questioning psychoanalytic theory and technical assumptions in regard to culture; viewing psychoanalysis as cultural play.

*8 sessions of 2 lecture hours*

TOTAL CREDIT UNITS REQUIRED IN FOURTH YEAR:  
PSY.D. / CERTIFICATE PROGRAM = 8.54

**Fifth Year Courses**

**Supervised Psychoanalytic Work**

8.00

*200 sessions of 1 lab hour*

TOTAL CREDIT UNITS: \*

PSY.D. / CERTIFICATE PROGRAM = 45.55

\*(15 hours of class lecture = 1 unit; 25 hours of lab = 1 unit)

**TOTAL HOURS FOR CERTIFICATE/PSY.D. PROGRAM = 776**

**Title of Degree:** DOCTOR OF PHILOSOPHY IN PSYCHOANALYSIS (Ph.D.)

**Degree Program:** Psychoanalysis

**Program Description:** Psychoanalysis is a branch of science developed by Sigmund Freud and his followers, devoted to the study of human psychology. It is usually considered to have three areas of application:

- (1) A method of investigating the mind,
- (2) A systematized body of knowledge about human behavior (psychoanalytic theory), and
- (3) A modality of therapy for emotional illness (psychoanalytic treatment).

**Requirements:**

**Program:**

The curriculum of the academic program is made up of four years of required classes designed to enable the Ph.D. candidate to master a body of psychoanalytic knowledge and research. These include classes in the study of normal personality development, theory of psychopathology, theory and technique of psychoanalysis, philosophy of science and research methods. The program is a complete course of study in psychoanalysis.

In addition to the theoretical class work, the program requires, as a part of the work for the Philosophy of Science and Research Methods courses, that the candidate execute a minor scientific project that may or may not be the beginning of the candidate's dissertation work.

The program is especially designed for candidates who wish to engage in original scientific investigation in the field of psychoanalysis. The focus in the Ph.D. program is on extensive and intensive reading of the works of Freud and other psychoanalytic theoreticians including ego psychologists, object relations theorists self psychologists, intersubjectivists, and relational theorists, and on clinical theory and practice including yearly clinical case conference seminars and instruction in the philosophy of science and research methods. The course of study culminates in writing a dissertation that consists of an original contribution to psychoanalytic knowledge.

**Course Work:**

The program consists of four years of courses and seminars that are intended to instruct the candidate in psychoanalytic theory and the clinical applications of the theory. The basic readings cover Freud's major works, the related writings of his students and followers, and the contemporary literature that has developed from Freud's clinical and theoretical thinking. Candidates are expected to read and master an extensive body of psychoanalytic literature. Participation in Institute-wide study groups may also be available.

During course work evaluations, discussed with candidates prior to submission to the Education Committee, the following factors are taken into account by the instructors:

1. Written or oral reports as required by the instructor;
2. Completion of papers or oral presentation in class as assigned;
3. Performance and participation in class, including the instructor's impressions of such objective criteria as completion and grasp of assigned readings;
4. Particularly marked personality difficulties affecting learning and participation in class.

Candidates can miss two classes in a sixteen-week period, or one class in an eight-week period without a need to make up the class. If more absences occur, the candidate and the instructor must discuss how the missed classes will be made up, i.e., written or oral report, articles reviewed, etc. If this is not done in the allotted time, an Incomplete will be given until the instructor determines the work has been completed satisfactorily. The instructor must then notify the Education Committee in writing that the Incomplete has been satisfied.

**Incompletes:**

Any "Incomplete" grade incurred in the Fall or Spring semester of a given institute year (September 1<sup>st</sup> through August 31<sup>st</sup>) must be made up to the instructor's satisfaction by August 31<sup>st</sup> of that year in order for the candidate to register for the following Fall semester. This means, for example, that any "Incomplete" received during the Fall 2006 or Spring 2007 semesters must be made up by August 31, 2007 in order for the candidate to register for Fall 2007 classes.

**Supervised Analysis:**

Candidates are required to see three patients in psychoanalysis, under supervision, each one seen at least four separate sessions per week. Double sessions are generally not acceptable. In rare cases an exception for double sessions may be made for the third control case through collaboration between the supervisor of the case and the Education Committee for a final decision. There will be no exception in the candidate's first or second control case.

**Informed Consent.** Candidates must inform their control case analysts that they are in-training cases, and that they are presenting the case in supervision. The completion of this requirement is to be noted in the appropriate place on the Progression Form. (This requirement is not retroactive for cases already in progress as of January 1, 2004.) Most importantly, when informing patients about their control case status, candidates are not to mention any time requirement (e.g., that they will need to be in analysis for one year, two years, etc.).

The supervision requirements for one of the cases will be considered attained upon the completion of fifty consecutive weekly (excluding vacations) supervisory hours, written reports on the case given to the supervisor at twenty-five hours of supervision and at fifty hours of supervision and evaluations written by the supervisor at twenty-five hours and fifty hours. The evaluations of the supervisor will be written whether or not the candidate has handed in a report. The candidate and supervisor will sign the report before it is filed.

The requirements for the other two cases will be considered attained upon the completion of fifty consecutive weekly (excluding vacations) supervisory hours, reports and satisfactory evaluations at the twenty-five and fifty week mark of supervision and an additional calendar year of supervision beginning after fifty supervisory sessions, with frequency of supervision to be determined by the supervisor and candidate. Reports by the candidate and evaluations by the supervisor are required at the six-month mark and at the twelve-month mark of the calendar year that begins after the first fifty hours of supervision. Evaluations will become part of the candidate's file.

A minimum of two hundred supervisory hours must be completed in order to graduate. No training cases will be considered complete with less than fifty supervised hours. At times, a patient may terminate an analysis before the candidate finishes the fifty hours of supervision. In that situation, if a candidate chooses to receive twenty-five hours of credit toward supervision on that case, he or she needs to satisfactorily complete the twenty-five week write-up, and the supervisor has to submit the evaluation of the same time period. Though the candidate may not end up needing these hours (generally, the required hours are easily met within the completion of the supervisions on the three cases), it is often helpful to write up the twenty-five week report to learn more about what went on in the case.

Candidates need to find a supervisor before introducing the possibility of being a control case to any particular patient. This allows time for the candidate and supervisor to establish a relationship well before the case begins. The candidate also gains the opportunity to get the supervisor's help in assessing the viability of a potential case and in transitioning the patient into analysis.

Candidates are urged to begin the first case as soon after beginning the program, as they are able. The candidate must inform the Education Committee, in writing, of their wish to begin the first case. The second case may commence after twenty-five sessions of supervision, a first report on the first case and the approval of the first supervisor. The candidate must obtain their current supervisor's signature on the Control Case Approval form (obtainable from the Institute office), indicating permission to proceed to the next case, and inform the Education Committee, in writing of their intention to begin the next case. The third case may begin upon the approval of the first and second supervisors after twenty-five sessions of supervision on the second case, up-to date reports of the first two cases, first and second supervisor's signatures on the Control Case Approval form, and written notification to the Education Committee. The decision to proceed is based on the evaluation of the candidate's ability to work and think analytically.

If a supervisor or the Education Committee considers a candidate to be having difficulty in progressing satisfactorily, a committee consisting of all supervisors to date and the faculty that has been involved with the candidate will meet. The Progression Chair or the Chair of the Education Committee will offer feedback about the result to the candidate. In some cases, the candidate may be asked to take on a fourth case.

Candidates may change supervisors with no fault attributed, but must inform the current supervisor first, in person. The candidate must inform the Chair of the Education Committee in writing about the termination with a supervisor and the commencement with another, before any supervisory hours with the new supervisor will be credited.

The supervision fee is set by the Institute. The guidelines for supervision fees are as follows: For control case supervision, the \$75.00 fee will be divided \$50.00 to the supervisor and \$25.00 to the Institute. For the “at least two months” supervision on potential control cases (see below), the entire \$75.00 will go to the supervisor.

When a candidate is ready to begin a control case and either has a prospective patient or is looking for a case, the Institute supervision fee begins to apply for at least a period of two months, assuming that a four times per week analysis could reasonably be expected to be under way in that amount of time. If the four time-a-week analysis has not begun after the “at least two months” period is over, maintaining the Institute supervision fee or changing it would be up to the individual supervisor. Supervisors need to inform the candidate how they are planning to handle the policy (e.g., keep the fee the same after two months, raise it, or not necessarily know at that time). In cases where the candidate wants to reserve a supervisory hour for the prospect of a control case in the distant or unspecified future, fee arrangements are up to the supervisor and candidate. Actual supervisory hours will be counted for credit once the candidate has begun supervised psychoanalysis of a case at least four sessions per week.

If the supervision is not mandated, but is voluntary ( e.g., beyond the required supervisory hours, or a graduate going back for supervision during the termination phase of the analysis) the fee will be arranged between the supervisor and candidate.

The Institute supervisory fee applies until the Education Committee determines that the candidate has completed the supervision required of the case. Matters pertaining to times and missed appointments with the supervisor are arranged with the supervising analysts. Most candidates are fully licensed psychotherapists and are thus legally and ethically responsible for the treatment of the person in analysis. Research candidates must abide by the rules and regulations for Research Psychoanalyst Registration as delineated by the Board of Medical Examiners.

### **Personal Analysis:**

Personal analysis is required of all candidates. The value of such an experience has long been established in the psychoanalytic literature. Indeed, vital as personal analysis is for the resolution of neurotic conflicts and the understanding of character of organization, it is especially critical in the training of the practicing psychoanalysts for whom it offers first hand knowledge of the unconscious. In addition, it is expected that a personal analysis will enhance the candidate’s capacity for empathy, creative thought and for a fuller involvement in psychoanalytic research and practice.

The confluence of course work, the personal analysis and supervised analytic cases, known as the tripartite model of study, is considered vital in helping a candidate to integrate the personal, clinical, and theoretical aspects of psychoanalytic work. Though a minimum of four years of analysis is required, in keeping with the spirit of the tripartite system of education, it is strongly recommended that candidates remain in analysis until completion of control case supervisions.

The candidate is required to choose an analyst from among the training analysts of the Institute. Arrangements for the analysis such as time and fees are concluded privately between the candidate and the analyst. A minimum frequency of four times weekly is required.

The personal analysis is separated completely from the evaluation of the candidate's progress in the Institute program. Therefore, the only reporting aspect of the analysis to the Education Committee is the biannual confirmation (September and March each year) that the analysis is on-going or terminated on the Progression Form. When an analysis is terminated with a given analyst, the only information he or she is expected to provide is whether the analysis has ended by mutual agreement or unilaterally. If a candidate chooses to see another analyst, he or she must notify the Education Committee. Termination of the candidate's analysis needs to be by mutual agreement in order to receive credit for completion of LAISPS' personal analysis requirement. This means that the analyst and analysand agree that the requirement of the personal analysis has been satisfied and the termination is appropriate.

Upon completion of the LAISPS program, candidates will:

- 1) Write a letter to the Education Committee stating that all requirements have been satisfied, and
- 2) Complete and send a final Progression Form to the Education Committee with supervisor's and analyst's signatures for requirements not already signed off.

Upon verification, the Education Committee will send the candidate a letter of confirmation. All forms, reports, slips, etc. should be addressed to the Education Committee and sent directly to the Institute office.

### **The Final Paper**

Effective Fall 2002, after the candidate has satisfactorily completed all seminars, three, or in some cases four, full control case supervisions totaling two hundred supervisory hours and all case write-ups and evaluations, the last formal requirement is the acceptance of a final paper which meets the standards of the Education Committee. These standards are designed to fulfill the requirements of certification in psychoanalysis, the Doctor of Psychoanalysis (Psy.D.) and full membership in LAISPS' Society. The Education Committee has recommended that guidelines be developed for research projects and scientific papers that could satisfy this requirement in lieu of a case presentation. Upon approval of the final paper, the candidate becomes a certified psychoanalyst, a full member of LAISPS and, if desired, receives a Psy.D. The final paper is then to be presented to the training analysts, faculty members and candidates of the Institute and Society.

### **Associate Membership**

Candidates who began their formal psychoanalytic training in the fall, 2001 or earlier, are eligible to receive their Certificate in Psychoanalysis and become Associate Members of LAISPS on completion of the course work, supervision and personal analysis requirements. They are eligible to become full active voting members of LAISPS and to receive a Psy.D. in Psychoanalysis after approval of the final paper by the membership committee.

### **Membership**

When the candidate has successfully completed all requirements, including all course work, three full supervisions, case write-ups and evaluations, and the final paper, he/she will receive a Certificate of training in Psychoanalysis, attain full membership in LAISPS' Society and, if desired, receive a Psy.D. in psychoanalysis.

### **Guidelines For Writing Membership and Psy.D. Paper**

The following guidelines are intended to:

- 1) Delineate the purpose of this final paper,
- 2) Describe the format,
- 3) Offer suggestions in the writing of an analytic case, and

Outline the procedure for submission of the paper to the Membership Committee. The Membership Committee's goal is to foster a supportive climate in LAISPS characterized by high standards and commitment to helping Associate Members achieve full membership.

The purpose of the final paper is to demonstrate an understanding of psychoanalytic process and the capacity to conduct an analysis at a level expected of a graduate analyst. This requires writing in adequate detail about the rich, complex, analytic process as exemplified by the dynamic transference-countertransference relationship between analysand and analyst. This can be accomplished by focusing on aspects of the analysis with accompanying theoretical discussion which evolves from the analysts understanding of the patient (as opposed to selecting a theory and trying to fit the patient to it).

Telling the story of the analysis should include a sense of who the patient is historically and why the patient sought treatment. The paper should reveal the analyst's understanding of the patient's psycho-dynamics as well as the patient's intrapsychic picture as it changes over the course of the analysis. Considerable illustrative process material is essential. Elements of the analysis should be elaborated; for example, dreams, the frame, resistances, anxieties, evolution of the transference-countertransference dyad, non-verbal communication, and phases of the analysis including termination issues. It will be important that the paper show how the analyst thought and felt about the material, in what way countertransferences and conceptualizations effected interventions, how interventions facilitated the analysand's intrapsychic changes, and how the work was viewed retrospectively, including changes in the analyst (i.e., influence of supervision, further readings, etc.).

The writer is expected to be aware of and integrate relevant literature but literature reviews should be focused to illustrate a thesis or make an argument, as there is little value in simply listing seminal articles. An interesting clinical problem can be described phenomenologically and the analyst's struggle to comprehend it can be set out by drawing on the clinical events and the analyst's thoughts about them from a theoretical perspective. There is no set order or structure to the paper, but the writer should strive to integrate the above suggestions into a coherent whole.

The paper should be approximately thirty to forty double spaced pages plus bibliography. Anyone who would like consultation before submitting a paper may contact the Membership Committee Chair. An applicant ready to submit a paper informs the Chair who then convenes a committee of three readers, excluding any committee member who has been consulted on the development of the paper. It is the applicant's responsibility to send a copy of the paper to each reader. Feedback from the Committee will be given within one month (although holidays could lengthen that time).

Upon approval of the paper, the new member will present the paper to the Society. The oral presentation of the paper should not exceed fifty minutes. A discussant from within the Society (or sometimes from outside) may be chosen if so desired, but this should be done in collaboration with the Membership Committee.

### **The Preliminary Orals**

The Preliminary Orals examination is taken after the candidate has finished all required course work. The candidate presents a written dissertation proposal to the assembled faculty of his/her dissertation committee. The Dissertation Committee has the opportunity to review the proposed research and provide guidance, as well as to evaluate the candidate's proficiency in the research area. Upon satisfactory completion of the orals, the candidate is permitted to write the dissertation.

### **The Dissertation**

All candidates must complete a dissertation in partial fulfillment of the requirements for the Ph.D. degree. The dissertation is expected to be an original and significant contribution to the field of psychoanalysis. It must reflect scholarship, a comprehensive knowledge of the subject matter and a clear grasp of the ethical, clinical and scholarship implications of the methodology and the results of the study. Dissertation Committees must be chaired by a LAISPS Ph.D. faculty member with two other Ph.D. members, approved by the Dissertation Chair and the Research Chair.

**Prerequisites:**

The Ph.D. program is open to licensed mental health and behavioral science professionals with at minimum a master's degree. In addition, the State of California has authorized the Institute to educate qualified persons who are not mental health professionals to become Research Psychoanalysts. These researchers can obtain psychoanalytic education to allow for the application of psychoanalytic concepts to their chosen fields of expertise. The Institute is primarily concerned with assessing the applicant's suitability for advanced graduate training and subsequent research and practice in psychoanalysis. The main criteria for selection are emotional and intellectual capacity to undertake a rigorous program that requires a sustained commitment to this educational goal.

**"Prescriptive" Education**

All of the course work (24 courses) in the program are "prescriptive" as the integration of theory with clinical data is central to psychoanalytic thinking.

**Instructional Methods:**

The guiding principle of education in the Institute is the tripartite model acknowledged internationally among psychoanalytic institute. Tripartite training implies that the classroom instruction, training analysis and supervised analyses are joined in a program that develops organically as a system. Each aspect of the program is enhanced by the others.

## PH.D. CURRICULUM

All of the following courses are upper division graduate core courses and all are requirements for completion of the program.

### **First Year Courses**

	Credit Units
<b>110 Introduction to Technique: On Becoming a Psychoanalyst</b>	.55

This course addresses the psychoanalytic frame, setting and attitude. It explores the many personal and professional aspects of becoming a psychoanalyst. Similarities and differences between psychoanalytic psychotherapy and psychoanalysis will be studied, including conversion of patients from psychotherapy to psychoanalysis.

*4 Sessions of 2 lecture hours*

<b>111 Technique I: Basic Clinical Concepts</b>	1.07
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Beginning with Freud's papers on technique, this course introduces the basic clinical concepts of psychoanalysis. Candidates will study the following overlapping subjects:

1. Transference and its vicissitudes.
2. The nature of therapeutic interactions: Interpretation, insight, the defense mechanisms.
3. Countertransference and its vicissitudes: Analytic listening, empathy and intuition.
4. Resistance(s) and the process of working through.

*8 sessions of 2 lecture hours*

<b>112 Psychoanalytic Theory of Development I: Infancy &amp; Early Childhood</b>	1.60
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The theory of normal and abnormal development from infancy through the Oedipal phase will be traced through readings including observational research. The clinical application of developmental stage theory to intervention for infants, young children and adults will be studied. Central contributions include the work of: B. Beebe, S. Fraiberg, P. Fonagy, A. Freud, M. Klein, M. Mahler, R. Spitz, , D. Stern and C. Trevarthen.

*12 Sessions of 2 lecture hours*

### **113 Psychoanalytic Theory I: Freud**

3.20

This course divides Freud's original work into three phases according to his development of models of the mind:

1. Until about 1897 Freud regarded psychopathology as the outcome of psychic trauma.
2. From 1897, Freud's discovery of the pathogenic importance of unconscious drives ushered in the Topographic Model.
3. In 1923, Freud formalized the Structural Model.

Over 24 weeks, topics will include, the impact of psychic trauma, Systems conscious, pre-conscious and unconscious; infantile sexuality, primary and secondary process, the nature of internalization, ego ideal, the theory of instinctual drives, narcissism, his first and second theories of anxiety.

*24 Sessions of 2 lecture hours*

### **114 Infant Observation**

2.78

Each Candidate will observe a baby and mother for one hour per week in a home setting. Detailed written process notes of each observation will be discussed in weekly seminar. The course facilitates the Candidate's capacity to:

1. Observe without intervening.
2. Infer mental states based on non-verbal behaviors.
3. Become aware of his/her reactions to observed dyadic states of mind.

Each Candidate is responsible for finding an infant-mother dyad to observe, in consultation with the Instructor.

*16 Sessions of 2 lecture hours*

*16 Sessions of 1 lab hour*

**TOTAL CREDIT UNITS REQUIRED IN FIRST YEAR:  
PH.D. PROGRAM = 9.20**

## Second Year Courses

### **214 Psychoanalytic Technique II: Further Technical Issues** 1.07

This course continues the study of topics presented in Technique I, but in more detail and with more sophistication. Specific topics include; Transference, psychosis, invasive projective identification and related countertransferences, resistance, negative therapeutic reaction in light of omnipotence, various conceptions of regression, erotized transferences, and enactment.

*8 sessions of 2 lecture hours*

### **215 Psychopathology 1** 1.07

This course covers patients within the neurotic spectrum, those for whom psychoanalysis was designed. The essential focus is on the psychoanalytic theory of neurosis, including Freud's thinking on repression and symptom formation in the psychoneuroses – i.e., hysteria and obsessional neurosis as compared with the actual neuroses. The character neuroses are also studied. Other important contributors include Greenson, A. Freud, Reich, E. Bibring, Fenichel, Schafer, Loewenstein, and Brenner.

*8 sessions of 2 lecture hours*

### **212 Psychoanalytic Theory II** 3.20

This course introduces the major schools of psychoanalytic thought that emerged as evolutions from, or reactions to, Freud's work:

- II a. American Psychoanalysis: Ego Psychology – 8 sessions.  
This section begins with the Hartmann era and follows the development of ego psychology into contemporary modifications and revisions. Central contributors may include: A. Freud, David Rapaport, Hartmann, Kris, and Lowenstein, Schafer, Erikson, Kernberg, Jacobson, Sandler, Gray and Busch.
- II b. Kleinian Theory – 8 sessions.  
This section focuses on Klein's work from 1921 through 1960, including: Early onset of the Oedipus complex in boys and girls, primitive superego, paranoid-schizoid and depressive positions, normal and pathogenic manic defense, splitting and projective identification, and envy.
- II c. British Independent Group – 8 sessions.  
This section focuses on the work of the early and most influential British Independents; Fairbairn, Winnicott, and Balint. Other main contributors include Jones Brierly, Sharpe and Bowlby, among others. Particular attention is given to early mental development, frustration and trauma linked to normal and pathological internalizations, and the implications of pathogenic internalizations for clinical psychoanalysis.

*24 sessions of 2 lecture hours*

**213 Psychoanalytic Theory of Development I: Infancy and Early Childhood** 1.07

The theory of normal and abnormal development from infancy through the Oedipal phase is traced through readings of observational research and discussion. Also the clinical application of developmental theory to intervention programs for infants and young children and their parents is presented. Central contributions include those of Mahler, Bowlby, Stern, Beebe, Fonagy, Trevarthen, and Fraiberg.

*8 sessions of 2 lecture hours*

**216 Continuous Case Conference I** 2.13

A psychoanalytic case presented by a candidate is followed in detail to demonstrate the vicissitudes of the psychoanalytic process. The instructor is encouraged to explicate his/her theoretical position in the service of better framing discussion among students. In the service of learning, instructors may find it useful to present their own clinical work and are encouraged to do so.

*16 sessions of 2 lecture hours*

**217 Research Methods I (Ph.D. Program)** 3.28

Various methods of investigation in psychoanalysis will be studied to explore the strengths, weaknesses, advantages, limitations, sources of error and bias and potential complementarities of the various methods.

*16 sessions of 3 lecture hours*

TOTAL CREDIT UNITS REQUIRED IN SECOND YEAR:  
PH.D. PROGRAM = 11.82

## Third Year Courses

### 312 Psychoanalytic Theory III

4.27

Building on the concepts of Psychoanalytic Theory II, this course will address further developments and more contemporary writings.

#### III a. American Psychoanalysis – 16 sessions

This section examines the expansions of, and alterations to, classical ego psychology that emerged within the following theories:

1. First 8 sessions: Self-psychology, and intersubjectivity.
2. Second 8 sessions: Interpersonal Theory and Relational Theory.

#### III b. Kleinian Theory - 8 sessions

Includes the clinical and theoretical ideas of Klein's contemporaries and of the London Klein group after her death. Main contributors include Riviere, Segal, H. Rosenfeld, Bion, Money-Kyrle, Meltzer, Steiner, Feldman, Joseph, and Britton.

#### III c. British Independents – 8 sessions

Further study of the British Independents and others working in the Independent tradition, including contributions from Milner, Khan, Bollas, Casement, Modell, Klauber, Little, Stewart, Ogden, and Symington.

*32 sessions of 2 lecture hours*

### 314 Psychoanalytic Technique III: Theory of Dream Interpretation

1.07

This course introduces the theory of dream interpretation, covering certain of Freud's basic writings and the contributions of others. Focus is on the analytic use of the dream to understand dynamics, resistance, character and transference. To this end, specific attention is given to understanding the latent and manifest content, the nature of the dream work as primary process, the relationship of the dream to metaphor, and symbolism. Case material is used extensively.

*8 sessions of 2 lecture hours*

**315 Psychopathology II** 1.07

This course covers the borderline and narcissistic pathologies. Important contributors include Kernberg, Searles, Kohut, Stolorow, H. Rosenfeld, Bach, and Grotstein.

*8 sessions of 2 lecture hours*

**316 Continuous Case Conference II** 2.13

A psychoanalytic case presented by a candidate is followed in detail to demonstrate the vicissitudes of the psychoanalytic process. The instructor is encouraged to explicate his/her theoretical position in the service of better framing discussion among students. In the service of learning, instructors may find it useful to present their own clinical work and are encouraged to do so.

*16 sessions of 2 lecture hours*

**317 Research Methods II (Ph.D. Program)** 2.13

This course is a continuation of Research Methods I. Criteria of evaluation and proof relevant to such scientific endeavors will be will be examined. Critical analytic skills in the evaluation of psychoanalytic research will be developed and original research will be created and critiqued.

*16 sessions of 2 lecture hours*

TOTAL CREDIT UNITS REQUIRED IN THIRD YEAR:  
Ph.D. PROGRAM = 10.67

## Fourth Year Courses

### **413 Psychoanalytic Theory of Development II: Latency and Adolescence** 1.07

This course includes early contributions and more contemporary literature on latency and adolescence. Covered topics include normalcy and deviations, and therapeutic considerations.

*8 sessions of 2 lecture hours*

### **414 Psychoanalytic Technique IV: Advanced Technique** 2.13

The final course in technique will continue the study of dreams, and address the process of termination

- IV a. Advanced Dream Interpretation – 8 Sessions
- IV b. Termination – 8 Sessions

*16 sessions of 2 lecture hours*

### **415 Psychopathology III** 1.07

This course covers perversions, manic-depressive illness, the schizophrenias, and autistic and schizoid states. Central contributors include: Freud, Stoller, McDougall, Klein, Meltzer, Bick, Bion, Ogden, Searles, Fairbairn, Kanner, Segal, and Winnicott.

*8 sessions of 2 lecture hours*

### **416 Continuous Case Conference III** 1.07

A psychoanalytic case presented by a candidate is followed in detail to demonstrate the vicissitudes of the psychoanalytic process. The instructor is encouraged to explicate his/her theoretical position in the service of better framing discussion among students. In the service of learning, instructors may find it useful to present their own clinical work and are encouraged to do so.

*8 sessions of 2 lecture hours*

**417 Electives**

2.13

It will be the responsibility of the candidate group to design and obtain instructors for this block of seminars. Candidates will design these courses in consultation with the Education Committee in the spring semester of their third year.

*16 sessions of 2 lecture hours*

**418 Culture and Psychoanalysis**

1.07

This course examines culture through a psychoanalytic lens. Issues to be explored might include: The impact of culture and immigration on character formation and identity; the roles of culture in the analytic situation regarding transference and countertransference; psychoanalysis as culture critic; questioning psychoanalytic theory and technical assumptions in regard to culture; viewing psychoanalysis as cultural play.

*8 sessions of 2 lecture hours*

TOTAL CREDIT UNITS REQUIRED IN FOURTH YEAR:  
PH.D. PROGRAM = 8.54

**Fifth Year Courses**

**517 Dissertation Research (Ph.D. Program) (to be arranged)**

Research tutorial to complete dissertation.

*16 lecture hours of tutorial*

**Supervised Psychoanalytic Work**

8.00

*200 sessions of 1 lab hour*

TOTAL CREDIT UNITS: \*

PH.D. / CERTIFICATE PROGRAM = 58.44

\*(15 hours of class lecture = 1 unit; 25 hours of lab = 1 unit)

**TOTAL HOURS FOR PH.D. PROGRAM = 913.00**

## **TRAINING AND SUPERVISING ANALYSTS**

James E. Bews, Ph.D.  
Hedda Bolgar, Ph.D.  
Michael J. Diamond, Ph.D.  
Sandra Garfield, Ph.D.  
Corrine L. Hatton, RN, Ph.D.  
Thomas P. Helscher, Ph.D.  
Beth I. Kalish, Ph.D.  
Terrence McBride, Psy.D.  
Carole W. Morgan, Ph.D.  
Norman C. Oberman, Ph.D.  
Daniel Paul, Ph.D.  
Peggy Porter, Ph.D.  
Charlotte Riley, Psy.D.  
Joy Schary, Psy.D.  
Carolyn B. Shadduck, Ph.D.  
Deborah R. Shaw, Ph.D.  
Linda Sobelman, Ph.D.  
Alan P. Spivak, Ph.D.  
Peter Wolson, Ph.D.

## INSTITUTE FACULTY

Joseph Aguayo, \*Ph.D.  
Jill Model Barth, Ph.D.  
James E. Bews, Ph.D.  
Hedda Bolgar, Ph.D.  
Alan Compton, \*M.D.  
Michael J. Diamond, Ph.D.  
Pamela P. Dirham, Ph.D.  
Morris N. Eagle, Ph.D.  
William L. Edkins, Psy.D.  
Gwyneth Kerr Erwin, \*Ph.D.  
Mark A. Fish, Ph.D.  
Sandra Garfield, Ph.D.  
James Gooch, \*M.D.  
Lynn Goren, Ph.D.  
Corrine L. Hatton, Ph.D.  
Thomas P. Helscher, Ph.D.  
Nancy Caro Hollander, Ph.D.  
Carl Hoppe, Ph.D.  
Susan M. Jay, Ph.D.  
Sylvia H. Jones, Ph.D.  
Beth Kalish, Ph.D.  
Katina Kostoulas, \*Ph.D.  
Melvin Lansky, \*M.D.  
Jessica A. Lehman, Psy.D.  
Linda Ludwig, \*Psy.D.  
Terrence McBride, Psy.D.  
Judith Mitrani, \*Ph.D.  
Theodore Mitrani, \*Ph.D.  
Carole W. Morgan, Ph.D.  
Howard Newman, Psy.D.  
Ingrid Newstadt, \*Ph.D.  
Lori C. O'Brien, Ph.D.  
Norman C. Oberman, Ph.D.  
Erna Osterweil, \*Ph.D.  
Daniel Paul, Ph.D.  
R. James Perkins, \*M.D.  
Stephen Portuges, Ph.D.  
Charlotte Riley, Psy.D.  
Joy Schary, Psy.D.  
Geraldine Schick, Psy.D.  
Marjorie Schuman, Ph.D.  
Gayle Scott, \*M.A.  
Carolyn B. Shaddock, Ph.D.  
Lynda Share, Ph.D.\*  
Deborah R. Shaw, Ph.D.  
Linda Sobelman, Ph.D.  
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Jon Tabakin, \*Ph.D.  
Naomi Thorpe, \*Ph.D.  
Jane Van Buren, \*Ph.D.  
Shirah Vollmer, \*M.D.  
Valérie Rubinstein von Raffay, Ph.D.  
Peter Wolson, Ph.D.  
Janet G. Woznica, Ph.D.

\*Visiting Faculty

\*\* Current Dissertation Chairs

All clinical courses are taught by qualified psychoanalysts with expertise in the courses taught. Records of Faculty qualifications and available at the LAISPS office.

## MEMBERS OF THE SOCIETY

- Richard N. Atkins, M.D.  
Lorraine R. Barak, M.A.\*  
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Lars Lofgren, Ph.D.

## MISCELLANEOUS INFORMATION

### *Attendance Policy*

Candidates are permitted one absence per eight-week course, two absences per sixteen-week course. The missed work must then be made up by arrangement with the instructor. The Education Committee, acting at its discretion, may dismiss, suspend, or place a candidate on probation for unsatisfactory.

The option of taking a leave of absence is intended for candidates who are in the process of taking classes. A one year leave is granted, at the discretion of the Education Committee, when unforeseen circumstances significantly impact a candidate's ability to continue. Candidates who have completed classes are expected to maintain matriculation status until graduation. Any other unusual circumstances may be discussed with the Education Committee for consideration.

### *Standards*

Standards for achievement are evaluated by all instructors and supervisors and include demonstration of mastery of specified course requirements.

The Institute requires candidates to meet and uphold the ethical standards of the psychoanalytic profession and its disciplines. Adherence to the laws and regulations of the State of California concerning the provision of services is also required. The Institute reserves the right to define professional competence and demeanor.

It is strongly recommended that candidates who wish to present a control case and case conference discuss this first with their supervisor in order to review the possible ramifications upon the clinical work with their patient.

The presentation of clinical material in class should exclude any patients who are mental health professionals.

Candidates are expected to respect the policies and procedures of the Institute and the various administrative and academic deadlines. Failure to do so constitutes grounds for probation or termination from the program. Any unresolved grievance or disciplinary action taken by the Education Committee may be appealed to the Board of Directors, whose decision is final. In the case of termination for cause, no fees will be refunded. LAISPS conforms to all State and ethical guidelines regarding candidates' rights.

### *Professional Assistance*

The Institute offers no placement assistance to its candidates. However, an internal referral service is maintained to assist candidates in securing cases for their supervised psychoanalysis.

Candidates are cautioned to become familiar with all current licensing laws and other legal requirements governing the practice of mental health professionals before beginning their training at the Institute. All candidates, with the exception of Research Psychoanalyst candidates, must possess a valid license to practice in the State of California.

***Records Retention***

Enrollees are cautioned that state law requires this educational institution to maintain student records for only a five-year period.

**MEMBERSHIP**

Candidates are considered Affiliate Members of the Institute and Society. Graduates of the Psychoanalytic program become Members of the Society. Psychoanalysts who have completed a training program equivalent to that of the Institute may apply for membership in the Society. Their application must be sponsored by a member.

**SCIENTIFIC PROGRAMS**

The Society sponsors scientific meetings and workshops annually. These events are intended to enhance the professional and scientific development of members and candidates. Extension Division seminars and study groups are also offered. Candidates are encouraged to participate fully in these activities. Senior candidates who have completed all course work are eligible to teach Extension Division courses.