

ICP INSTITUTE OF CONTEMPORARY PSYCHOANALYSIS

Guidelines for the
Psy.D. Dissertation
and
Psy.D. Dissertation Project

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I. PSY.D. DISSERTATION

The Psy.D. dissertation should be the application of the single case study method or a well-researched investigation or exposition of a subject relevant to the practice of psychoanalysis or relevant to the application of psychoanalytic knowledge in other contexts. The single case study method, a narrative account of treatment that aims to address a theoretical or clinical question, has been the primary method for contributing to psychoanalytic knowledge. Dissertations should include a review of relevant psychoanalytic literature in order to contextualize and substantiate your ideas and hypothesis, make a scholarly contribution to psychoanalytic knowledge, and be publishable by a peer reviewed journal.

A. When to Begin the Process

The process of initiating the dissertation may take place at any time during the Candidate's training. The purpose of the dissertation is to investigate a question or psychoanalytic topic, and demonstrate the capacity to make a scholarly contribution to psychoanalytic knowledge. The Candidate is expected to write the dissertation anytime after the second year of study, as such development stems from the Candidate's involvement in classes, control cases, supervision and training analysis. ICP encourages candidates to express their unique point of view and creativity in the process. A third year research and writing course will help Candidates prepare for their dissertations, and a yearly writing colloquium should be attended until the dissertation is completed.

B. Criteria for the Dissertation

All of the following criteria for the dissertation must be met:

1. The dissertation must address a psychoanalytic topic.
2. The dissertation should be the product of psychoanalytic training at ICP, reflecting what the Candidate has learned in that training.

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3. The dissertation must demonstrate competence in psychoanalytic understanding.
 4. The dissertation must be internally coherent (arguments in the dissertation are consistent, logical, and connect in a meaningful fashion).
 5. The dissertation must be externally coherent (the content of the dissertation is consistent with knowledge of the subject stemming from outside sources).
 6. The dissertation must follow any coherent, consistent, recognizable format accepted by Psychoanalytic Journals and APA guidelines.
 7. The dissertation must include the required title page (see Appendix).
 8. The dissertation must include a Literature Review. A Literature Review is an account of what has been published on the topic, the key authors, and the prevailing theories, hypotheses, and methodologies already in publication.
 9. The dissertation must include theoretical material related to that case, if based on case material.
 10. As the dissertation must be made a permanent part of the public domain the following rules apply:
 - A.) When writing about patients, the candidate acknowledges (in writing) that he/she has obtained consent from the patient. The consent will illustrate that the patient has agreed to be written about in the Candidate's dissertation. Even with this consent the candidate must ensure that any case material is sufficiently disguised so that the person is not recognizable in the public domain. This acknowledgement is to be placed in the candidate's file and on the page following the title page of the dissertation.

C. Dissertation Committee

When ready to begin the Psy.D. dissertation, the Candidate forms a Dissertation Committee. After considering the most appropriate individuals to address the dissertation's particular topic, the Candidate contacts those ICP Members and

requests their participation on the Committee. It is important to stipulate to each Member the role the Candidate wishes that Member to assume.

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

1. Advisor

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

- a) Once the Candidate notifies the Advisor that the Committee has been formed, the Advisor contacts the CPC in writing to request a CPC Reader be assigned to the Dissertation Committee. This should be done as soon as possible to ensure that the CPC Reader is involved in the process as early as possible. The written request to the CPC should include the Candidate's name, the names of all Committee Members with their designated roles, and either an abstract or a first final draft of the dissertation. (See appendix)

If the request is made by the June CPC meeting of the previous year, and the Candidate intends to participate in the Spring graduation ceremony, a first final draft is required to accompany the written request.

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

- b) In consultation with the Candidate, the Advisor sets up a meeting of the full Committee to discuss the dissertation and make recommendations and revisions. This meeting is typically

scheduled toward the end of the process but it may take place earlier if advantageous to the Candidate. **At least one full meeting of the entire Committee is required.**

- c) When the entire Committee has approved the final version of the dissertation, the Advisor requests a formal date for a Graduation Review (a joint meeting of the CPC and Dissertation Committee) by notifying the CPC in writing. A proofread edited copy of the final dissertation must be included in the request. The CPC Chair informs the Advisor of the scheduled date of the meeting. The Advisor informs each Committee Member of the date and reports back to the ICP office if any Member is unable to attend.

- d) At the Graduation Review with the CPC and the Dissertation Committee, the Advisor gives a report of the Candidate's progress during the years of candidacy. This is an oral presentation only by the advisor (no written report is required).

2. Mentor

The Mentor takes on all the responsibilities assigned a Committee Member, providing feedback on all drafts of the dissertation, as well as helping the candidate think conceptually about how to approach their dissertation topic.

3. Supervisor

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

4. Reader

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

5. CPC Reader

The CPC Reader takes on all the responsibilities assigned a Committee Member. During the entire process, the CPC Reader serves as the representative of the Candidate Progression Committee, and carries the Candidate Progression

Committee's authority for approving the dissertation in final form. When the dissertation is approved by the CPC Reader, in conjunction with the other Members of the Dissertation Committee, it is then considered a final dissertation. During the CPC Graduation Review, the CPC Reader will prepare a short critique of the dissertation to read aloud at the Graduation Review. This critique should be written and is included the Candidate's scholastic file.

6. Candidate Involvement within the Committee

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

D. Graduation Review

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

E. Time Requirements for Participation in Spring Graduation Ceremony

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

1. NO LATER THAN THE **JULY 1st** of the previous year, the Advisor must submit to the Candidate Progression Committee the first final draft* of the dissertation, along with a letter announcing the names and titles of the four members of the Candidate's Dissertation Committee (Advisor, Mentor, Supervisor and Reader). If a request for a CPC Reader has not already been made, it must be done at this time. (***SEE DESCRIPTION OF FIRST FINAL DRAFT AND ABSTRACT IN APPENDIX, PAGE 15.**)

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2. NO LATER THAN THE **NOVEMBER** CPC MEETING of the previous year, the Advisor must send the Candidate Progression Committee a letter stating that the entire Dissertation Committee has approved the Candidate's dissertation and requesting a date for a Graduation Review with the Candidate Progression Committee. This letter must be accompanied by an unstapled edited copy of the Candidate's final dissertation.
 3. PRIOR TO GRADUATION, all requirements for the certificate of psychoanalysis must be completed and submitted to the office two weeks prior to the scheduled Spring graduation ceremony.
 4. Graduation from ICP requires that the Candidate complete, in a satisfactory manner, the equivalent of four years (480 hours) of didactic coursework, including the required core courses, by the last session of the academic year.

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

F. Writing Suggestions

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

II. PSY.D. DISSERTATION PROJECT

A. When to Begin the Process

The process of initiating the Dissertation Project may take place at any time during the Candidate's training. The purpose of the Dissertation Project is to demonstrate the Candidate's ability to expand psychoanalytic knowledge through the design and implementation of a project. The Candidate is expected to begin the Dissertation sometime after the second year of study, as such development stems from the Candidate's involvement in classes, control cases, supervision and training analysis. ICP encourages candidates to express their unique point of view and creativity in the process of designing and implementing their dissertation project. Some Candidates might find that reading completed Dissertation Projects is helpful in developing ideas for their own Project. (Contact the ICP Administrator for the process and cost of obtaining past Projects.) Input from the Dissertation Committee is also expected to influence the Dissertation Project.

B. Criteria for the Dissertation Project

The Dissertation Project is an alternative way to meet the requirements of the dissertation. The Project is a serious, rigorous, creative work that reveals the Candidate's development as a psychoanalyst, and it allows Candidates to make a contribution to the field of psychoanalysis in a creative manner. All of the following criteria for the Dissertation Project must be met:

1. The Dissertation Project must address a psychoanalytic topic.
2. The Dissertation Project must demonstrate competence in psychoanalytic understanding.
3. The Dissertation Project must be internally coherent (arguments in the Project are consistent, logical, and connect in a meaningful fashion).

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4. The Dissertation Project must be externally coherent (the content of the Project is consistent with knowledge of the subject stemming from outside sources).
 5. The Dissertation Project must include a written explanation of the Candidate's inspiration, philosophy, and goals in creating the particular Project, as well as a overview of the project and their experience.
 6. The Dissertation Project must include a Literature Review. A Literature Review is an account of what has been published on the topic, the key authors, and the prevailing theories, hypotheses, and methodologies already in publication.
 7. As the dissertation project must be made a permanent part of the public domain the following rules apply:
 - A.) When writing about patients, the candidate acknowledges (in writing) that he/she has obtained consent from the patient. The consent will illustrate that the patient has agreed to be written about in the candidate's dissertation. Even with this consent the candidate must ensure that any case material is sufficiently disguised so that the person is not recognizable in the public domain. This acknowledgement is to be placed in the candidate's file and on the page following the title page of the dissertation.
 8. The Dissertation Project must be the product of psychoanalytic training at ICP, reflecting what the Candidate has learned in that training.
 9. The Dissertation Project must follow APA guidelines in its formatting.
 10. The Dissertation Project must include some record, whatever the form, of its presentation, so that the Project continues to be available to the psychoanalytic community.
 11. The Dissertation Project must include the required title page (see Appendix).

C. Dissertation Project Committee

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

The Dissertation Project Committee consists of an Advisor, two Mentors, a Supervisor, and CPC Representative. Each Member makes a commitment to work closely with the Candidate by providing guidance and feedback as the Candidate develops the Project. All dissertations must include the required elements. All parties are required to attend a

meeting of the entire group (set up by the Advisor in collaboration with the Candidate). All parties are expected to attend the Graduation Review, which is a meeting of the Committee and the Candidate Progression Committee held after the Project has been approved.

1. Advisor

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

- a) Once the Candidate notifies the Advisor that the Committee has been formed, the Advisor contacts the Candidate Progression Committee in writing to request a CPC Reader be assigned to the Dissertation Committee. This should be done as soon as possible to ensure that the CPC Reader is involved in the process as early as possible. The written request to the Candidate Progression Committee should include the Candidate's name, the names of all Committee Members with their designated roles, and an explanation of the Project.
- b) In consultation with the Candidate, the Advisor sets up two meetings of the full Committee to discuss the Project and make recommendations and revisions. The first meeting is to be scheduled soon after the Candidate Progression Committee representative is appointed. The second meeting is typically scheduled toward the end of the process. **Two meetings of the entire membership are required**, due to the creative nature of the Project.
- c) When the entire Committee has approved the final version of the Project, the Advisor requests a formal date for a Dissertation Project Review (a joint meeting of the Candidate Progression Committee and Dissertation Project Committee) by notifying the Candidate Progression Committee in writing. An edited copy of the final Project must be included in the request. The ICP office contacts the Advisor to provide the scheduled date of the meeting. The Advisor informs each Committee Member of the date and reports back to the ICP office if any Member is unable to attend.
- d) At the Graduation Review with the Candidate Progression Committee and the Dissertation Project Committee, the Advisor gives a report of the Candidate's progress during the years of candidacy. This is an oral presentation only (no written report is required).

2. Mentors

Two Mentors take on all the responsibilities assigned a Committee Member and should be prepared to offer feedback on the design and implementation of the Project. The

Mentors prepare a short critique of the Project to read aloud at the Graduation Review. This critique is to be written and handed in to be part of the Candidate's scholastic file.

3. Supervisor

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

4. CPC Representative

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

5. Candidate Involvement within the Committee

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

D. The Graduation Review

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

E. Time Requirements for Participation in Spring Graduation Ceremony

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

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1. NO LATER THAN THE **JUNE** CPC MEETING of the previous year, the Advisor must submit to the Candidate Progression Committee, the Candidate's Literature Review and an abstract of the Project, along with a letter announcing the names and titles of the four individuals of the Candidate's Dissertation Project Committee (Advisor, Mentors, and Supervisor). The letter will include a request for a CPC Representative who will become the final Member of the Graduation Committee.
 2. NO LATER THAN THE **NOVEMBER** CPC MEETING of the previous year, the Advisor must send the Candidate Progression Committee a letter stating that the entire Dissertation Project Committee has approved the Candidate's Dissertation Project and requesting a date for a Graduation Review with the Candidate Progression Committee. This letter must be accompanied by an unstapled copy of the Candidate's final Dissertation Project (including all written requirements).
 3. PRIOR TO GRADUATION, all other requirements for the certification of psychoanalysis must be completed and submitted to the office by April 31st.
 4. Graduation from ICP requires that the Candidate complete, in a satisfactory manner, the equivalent of four years (420 hours) of didactic coursework, including the required core courses, by the last session of the academic year.

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

F. Writing Suggestions

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

APPENDIX

Required format for Dissertation Title Page

Title

by

Name of Candidate

Submitted in partial fulfilment of the requirements for the degree

of

Psy.D.

Institute of Contemporary Psychoanalysis

(Date Submitted)

Dissertation Committee

(Name), Advisor

(Name), Mentor

(Name), Supervisor

(Name), Reader

(Name), CPC Reader

The First Final Draft of Dissertation Description and Expectations

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

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

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

***Description of Dissertation Abstract:**

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

Required format for Dissertation Project Title Page

Title

by

Name of Candidate

Submitted in partial fulfillment of the requirements for the degree

of

Psy.D.

Institute of Contemporary Psychoanalysis

(Date Submitted)

Dissertation Committee

(Name), Advisor

(Name), Supervisor

(Name), Mentor

(Name), Mentor

(Name), CPC Representative

Guidelines for the Psy.D. Dissertation and Psy.D. Dissertation Project
