

Advisor Responsibilities

Accepting the role of Advisor as the Candidate's advocate, Advisor agrees to the following responsibilities:

- Learn and apply all duties and responsibilities inherent in the capacity of an Advisor including, but not limited to, becoming familiar with the Candidate Progression and Procedures Manual with attention to the Core Psychoanalytic Competencies. If the Candidate goes on to complete a PsyD. Dissertation then Advisor needs to refer to the PsyD. Dissertation and PsyD. Dissertation Project Manual.
- The Advisor will provide support or guidance to the Candidate with respect to the process of graduating with a certificate in psychoanalysis including but not limited to the comprehensive case report and the deadlines for participating in the graduation ceremony.

1. After becoming an Advisor, make immediate contact with your Advisee under the following conditions:

For newly matriculating Candidates: the Advisor should make contact with the Advisee as soon as possible, to determine if there are any unusual circumstances that need to be addressed or any waiver requests that are appropriate. The Advisor needs to be aware of all special circumstances requiring a waiver. These can be found in the Candidate Progression and Procedures Manual. Waiver requests must be submitted in writing to the Candidate Progression Committee (CPC) before classes start. All full time Candidates need to be in a minimum of 4x weekly analysis with an ICP approved training analyst by January 1 of the academic year in which they begin, otherwise a waiver is required.

For those Candidates choosing to change Advisors: the Advisor should immediately notify the CPC and request a copy of the Candidate's file from the ICP office as soon as possible and ascertain that the file is up to date.

2. Create and maintain an up-to-date file for each Advisee containing the following:

- Class Progression Forms
- Supervisory Agreement for each control case
- Control Case Certification Form for each control case
- Control Case reports due March 1 and September 1)
- Supervisor reports for each control case (due April 15 and October 15); not contingent on case write-ups

- Confirmation of Supervision Completion Form for each control case
- Annual Advisor reports
- Correspondence/other material pertinent to the Candidate's educational process.

3. Annual Reporting Requirements

- Meet with each Advisee on an annual basis and prepare an Advisor Report which comments on all aspects of the Candidate's educational progress including coursework, case work and observations on the Candidate's experience at ICP. This needs to be done between May and August of each year. The Annual Report must be completed September 1 and sent to the Administrative office.
- Obtain Certification of Analytic Hours Form from Advisee and include hours on Advisor Report. This is not retained in their file.
- Obtain Certification of Analytic Hours During Supervised Control Case Work Form from Advisee and include hours on Advisor Report. This is not retained in their file.

4. Oversee the Candidate's progression of their Core Competencies.

- Review the first Supervisory Report of the Candidate's first control case.
- Review the third Supervisory Report of the Candidate's second control case.
- A candidate can receive a 1 rating (core competency not yet evident) on their first control case Supervisory Report but if they receive either a 1 or 2 (emerging core competency) on their third Supervisory Report of their second control case then the advisor needs to bring it to the CPC's attention.

5. Assist the Candidate in resolving any difficulties that may arise in analysis, supervision or class.

6. Be familiar with the requirements for the Comprehensive Case Review found in the Candidate Progression and Procedures Manual so that you can advise the Candidate on how to proceed when they are ready to begin the Comprehensive Case Review Process. The Candidate may request their Advisor to be at the Comprehensive Case Review meeting.

7. If the Advisee is completing a PsyD, the Advisor will function as chair of the Advisee's dissertation subcommittee. These responsibilities include:

- Once a PsyD, paper subcommittee is formed including the Advisor, a

Mentor, a Supervisor and Candidate selected Reader, request in writing that the CPC assign a CPC Reader. As early as possible the CPC Reader should be included in the subcommittee process. This request must include: the Candidate's name, the names of all subcommittee members and their capacity, the title and a brief synopsis of the project.

- Organize at least one dissertation meeting with all subcommittee members present.
- Request a graduation review date by notifying the CPC in writing when all members of the subcommittee agree that the dissertation meets the acceptable requirements. Include with the written request a copy of the Candidate's final dissertation. The CPC will then notify the Candidate in writing of the graduation review date and time. The Candidate is responsible to notify all graduation subcommittee members of the date and time and to notify the Chairs of the CPC when the subcommittee has agreed to attend.
- As the chair of the dissertation paper subcommittee, attend and chair the graduation review meeting and provide an overview of the Candidate's progression including the completion of all requirements.

IMPORTANT DEADLINES:

Advisor Reports due on September 1

Beginning of Control Case:

Initial Control Case report due within 6 weeks of beginning a control case.

Signed supervisory agreement due when control case begins

Signed Informed Consent form from the Control Case due when control case begins

Control Case Reports due on March 1 and September 1

Supervisor Reports due on April 15 and October 15

Graduation Requirements:

Comprehensive Case Review

Comprehensive Case Review written report due by Nov 1 in order to participate in the next year May graduation ceremony.

Comprehensive Case Review oral discussion must be completed by April 1 of the graduation ceremony year.

Psy.D. Dissertation

First complete rough draft of Dissertation due on August 1 in order to participate in next year May graduation ceremony.

Final approved draft of Dissertation due on November 1 in order to participate in the next year May graduation ceremony.