



THE CHICAGO INSTITUTE
FOR PSYCHOANALYSIS

EDUCATION | TREATMENT | SERVICE

Welcome to
The Chicago Institute for
Psychoanalysis

New Student Orientation
Fall 2017

Overview

The Chicago Institute for Psychoanalysis is a not-for-profit organization founded in 1932. Our mission is to provide professional training in the theory and practice of psychoanalysis and psychotherapy and to enhance psychodynamic study through research and scholarship.

We also seek to apply these principles to therapeutic services for the public, offering treatment for children and adults at reduced fees, to the benefit of underserved communities.

- **Training Programs**
 - Fundamentals of Psychoanalytic Thought
 - Psychoanalytic Education Program (PEP)
 - Adult Psychoanalytic Psychotherapy Program (APP)
 - Child and Adolescent Psychoanalytic Psychotherapy Training Program (CAPPT)

- **Additional Educational Opportunities**
 - Psychoanalytic Fellowship
 - Adult Psychotherapy Clinic Fellowship
 - Students at Large
 - Continuing Education and Public Programs

- **Clinics**
 - Adult Psychotherapy Clinic
 - Barr Harris Children's Grief Center
 - Center for Child and Adolescent Psychotherapy

Educational Resources

Class Schedules

- Classes are held from 8:30am – 4:30pm on Fridays (depending on program), with a lunch break from 12:45pm-1:45pm
- Sessions are 1 hour and 15 minutes each with a 15 minute break in between
- There are (3) 12 week quarters per year. Some classes meet for 6 sessions on alternate weeks (A weeks or B weeks) and some meet every week (A and B weeks).
- At the end of each quarter, you will receive a course evaluation via email for each course enrolled. You'll have 2 weeks to complete. This is necessary for both Continuing Education Credits, as well as for faculty and leadership to effectively evaluate class strengths and opportunities for improvement.

Zoom Technology

- The Institute participates in hybrid learning classes so that students from around the world can take part in our training programs along with our local students
- We utilize a web-based video conferencing system called Zoom (zoom.us)
- Distance students have received links to access each classroom
- Please ensure that your internet bandwidth can support Zoom (3 total mbps required)
- For the best possible experience, please utilize headphones/earbuds, keep your video on for the duration of the class, and be sure to mute your microphone when you are not speaking.

Questions regarding Zoom can be directed to:

RayTara Black, Technology & Human Resources Coordinator

rblack@chicagoanalysis.org or 312-897-1430

Attendance

- Signing into your classes is **required** to receive credit
- Each classroom holds a red folder with attendance sheets for that room
- Please be sure to sign into EACH class each day that you attend
- Distance students
 - *Since we use a HIPAA-compliant version of Zoom, we are unable to run reports that indicate who has attended. We do visual verification, but also ask that you please email Alison Chandler at achandler@chicagoanalysis.org at the end of each Friday listing the classes attended to ensure that we did not miss you.*
- Attendance policy states that for course credit toward your program, you cannot have more than 1 unexcused absence. Absences must be approved by the Dean.

Continuing Education Credits

- Continuing Education Credits are offered to: **Physicians, Psychologists, Social Workers, Professional Counselors, and licensed Marriage & Family Therapists**
- Credits are awarded on a 1:1 ratio, meaning a 1 hour course equals 1 hour of CE.
- In order to receive CE credits, you MUST sign the attendance sheet for each class attended AND complete the evaluation at the end of the quarter.

Questions regarding Continuing Education Credits, certificates, or course evaluations may be directed to:

Damita Wilson, Continuing Education Coordinator

dwilson@chicagoanalysis.org or 312-897-1411

Tuition Payments

- Tuition is billed 3 times per year, just prior to the start of each quarter.
- Payment options and deadlines are included on your invoice (Fall tuition is due by 9/25)
- Payment Plans
 - Payment plan options are available to break up a single quarter's tuition into 3 smaller payments. There is a \$25 enrollment fee
- Tuition not paid by the deadline will result in late fees and enrollment cancellation

Questions regarding payments and payment options can be directed to:

Julius Nocup, Business & Accounting Coordinator

accounting@chicagoanalysis.org or 312-897-1417

Website Access

To Log in: go to www.chicagoanalysis.org

- Type in your username:
 - First and Last Name (ex.: Sigmund Freud)
- Type in your password

Training Portal

The Training Portal is an area of the website that is only accessible to admitted students, faculty, and staff.

It's a resource to:

- Obtain course information, to include descriptions, course syllabi, and reading lists
- Register for classes (if applicable)
- Access supervisor information and helpful tools/documents

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Course Information
Class Schedules
Academic Calendars

Receive Updates
Add your email address to our list here

Featured This Fall

View Edit Manage display Webform Results Revisions

TRAINING PORTAL dropdown menu:
 Psychoanalytic Education Program
 Adult Psychotherapy Training Program
 Child and Adolescent Psychoanalytic Psychotherapy Tr
 Fundamentals of Psychoanalytic Thought
 Psychoanalytic Fellowship Program

The Chicago Institute for Psychoanalysis is a not-for-profit organization founded in 1933 to provide professional training in the theory and practice of psychoanalysis and psychotherapy through research and scholarship. We also seek to apply these principles to therapeutic services for the public, offering treatment for children and adults at reduced fees, to the benefit of underserved communities.

Visitors can access information about our clinical services to adults and children with the "Therapeutic Clinics" menu above. Information about our various training and educational programs is under the "Professional Training" menu. To find out more about our panels, seminars, and other upcoming events, please use the "Continuing Education, News & Events" menu. Thank you for visiting.

Faculty and students can access course-related materials with the login form at the bottom right.

Are you an alum of the Chicago Institute for Psychoanalysis? If so, please [update your contact information and fill out our brief survey here](#)

To review course listings, times, and syllabi, click on your program via the Training Portal, then select "Courses." (Students at Large will view Psychoanalytic Education Program)

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Fundamentals of Psychoanalytic Thought

View Edit Manage display Webform Results Track

Fundamentals Training Portal Menu

- Courses & Syllabi
- Faculty & Student Directory
- New Student Orientation
- Student Forum

ANNOUNCEMENTS:

- Fall Kickoff Potluck BBQ, Sunday, September 17th from 4:00-7:00pm. [RSVP HERE](#)
- New Student Orientation for newly admitted students will be held on Tuesday, September 12th from 1:00 - 3:00pm. New students will receive further details via email.
- Class schedules are now available on the menu to the left. Please check back for course descriptions and syllabi. **Fundamentals students do not need to register. If you have elected to attend part-time, you will be contacted to confirm your class choices.**
- 2017-2018 Academic Calendar
- Fundamentals Year Program of Study

Fall 2017 Tuition Payment Deadlines:

- September 15, 2017: A Week Classes Begin
- September 22, 2017: B Week Classes Begin
- September 25, 2017:

To review course descriptions, syllabi, and readings, click on the title of the course.

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Courses - Fundamentals of Psychoanalytic Thought

Fundamentals Training Portal Menu

Courses & Syllabi

Faculty & Student Directory

New Student Orientation

Student Forum

Academic Year		Instructor(s)	Quarter(s)	Time	A/B Week	Classroom
2017 - 2018	Case Conference	Bhaskar Sripada, Joshua Kellman, Nancy Lawrenz	Fall, Winter, Spring	10:00am	A Week, B Week	
2017 - 2018	Clinical Approach to the Patient - Section I	Marshall Kordon	Fall, Winter, Spring	8:30am	B Week	1323
2017 - 2018	Clinical Approach to the Patient - Section II	Neal Spira	Fall, Winter, Spring	8:30am	B Week	1327
2017 - 2018	Critical Thinking I: What is a Psychoanalytic Attitude?	Virginia Barry	Fall	8:30am	A Week	1323
2017 - 2018	Critical Thinking II: The Epigenetic Hierarchical Approach	Joshua Kellman, Charles Jaffe	Winter	8:30am	A Week	1323
2017 - 2018	Critical Thinking III: Critical Reading	Robert Galatzer-Levy	Spring	8:30am	A Week	1323
2017 - 2018	Evolution of Psychoanalytic Thought	Erika Schmidt, Leo Weinstein, Elizabeth Feldman	Fall, Winter, Spring	11:30am	A Week, B Week	1323
2017 - 2018	Fundamental Concepts in Psychoanalysis	Neal Spira	Fall, Winter, Spring	1:45pm	B Week	1323
2017 - 2018	Psychoanalytic Perspectives on Developmental Processes	William Gieseke	Fall, Winter, Spring	1:45pm	A Week	1323

- Additional Tools in Training Portal
 - Announcements
 - Directory of Program Faculty and Students
 - Students can update their personal profiles while logged into website
 - Documents for specific program
 - Online Registration for Psychoanalytic Education Program and Students at Large

PEP-Web

What is PEP-Web? (<http://www.pep-web.org/>)

- PEP-Web is the Psychoanalytic Electronic Publishing Company's searchable online database of psychoanalytic writings.
- It includes full-text articles from all the major psychoanalytic journals, the entire Standard Edition of Freud, and some seminal texts and relevant newsletters. It is updated regularly to include all journal articles up to three years before the current date.

- All students are required to have a PEP-Web account
 - Billed as a separate annual fee with tuition
- Individual log in and passwords allow access from anywhere
- Patron computers in the McLean Library are PEP-Web enabled without a password.

Questions regarding PEP-Web can be directed to:

John Leonard, Institute Librarian

jleonard@chicagoanalysis.org or 312-897-1419

The McLean Library

- The McLean Library is here to serve faculty and students through assistance with research and access to a wide variety of publications in the psychoanalytic field. The library has more than 10,000 volumes by leading figures in psychoanalysis, as well as current and archived journals, both in print and online. If we don't have the material you need, please let us know and we'll try to get it from another library.
- In addition to our regular collection, the library also maintains archives gathering together the collected papers of past leaders and prominent members of the Institute, including Franz Alexander, Therese Benedek, Roy Grinker, Arnold Goldberg & Heinz Kohut. The archives also cover the history of the Institute and affiliated organizations.
- Finally, the Gitelson Film Library contains audiovisual materials such as interviews with members of the Institute's clinical staff and discussions of pertinent topics in the field of psychoanalysis.
- To view our online catalog go to the Institute Website.
 - **About Us > McLean Library > Helen McLean Library Online Catalog**
- In addition to our regular collection, the library also maintains archives gathering together the collected papers of past leaders and prominent members of the Institute, including Franz Alexander, Therese Benedek, Roy Grinker, Arnold Goldberg & Heinz Kohut. The archives also cover the history of the Institute and affiliated organizations.
- Finally, the Gitelson Film Library contains audiovisual materials such as interviews with members of the Institute's clinical staff and discussions of pertinent topics in the field of psychoanalysis.
- **Librarian Hours: Mon, Tues, Thurs, Fri**
- Online tutorial can be found online in the Training Portal

**Questions regarding class readings or the library can be directed to:
John Leonard, Institute Librarian
jleonard@chicagoanalysis.org or 312-897-1419**

Wi-Fi Access and Copier Use

- Wi-Fi Network: CIP Guests
 - There is no password
 - Access is available in the Library and Classroom area
- To Print or Copy in the McLean Library:
 - You **MUST** have a print code
 - To obtain a print code, please see the receptionist in Suite 1300
 - Your print code is unique and will be used to identify you for billing purposes
 - Cost is \$.06 per sheet, billed quarterly

**Questions can be directed to:
John Leonard, jleonard@chicagoanalysis.org or 312-897-1419 or
Chris Susman, csusman@chicagoanalysis.org or 312-922-7474 ext. 301**

Administrative Resources

Lost & Found

- Lost and found items can be turned in to/claimed from the Front Desk

Bathroom Codes

- Ladies Room: **1 – 3 – 2**
- Men's Room: **1 – 3 – 4**

Personal Use of Classrooms

Classrooms are reserved for classes and Institute business. We kindly ask that you refrain from using these spaces for personal business and utilize the library.

Building Security

If you are using an Institute phone, dial 9 + 1 + area code & number 312.922.1211. **In emergency situations always call 9-1-1**

Discounted Parking

Parking vouchers are accepted at InterPark 17 E. Adams. To receive a voucher, please see the Receptionist in Suite 1300

To receive discount:

- 1) Insert white ticket into machine
- 2) Insert voucher
- 3) Pay with cash or credit card

You will be given a short grace period to return to your vehicle.

Rates: **With** Voucher

2 hour: **\$12**

7 hour: **\$15**

Rates: Without Voucher

2 hour: **\$38**

7 hour: **\$38**

Office Space

If you would like information on renting office space at the Institute, or if you would like a tour of a suite, please contact:

RayTara Black

rblack@chicagoanalysis.org or 312-897-1430

Contact Information

Institute Leadership:

Erika Schmidt, MSW – President
eschmidt@chicagoanalysis.org

Neal Spira, MD – Dean
nspira@chicagoanalysis.org

Leo Weinstein, MD – Associate Dean
lweinstein@chicagoanalysis.org

Program Directors:

Neal Spira, MD – Director, Psychoanalytic Education Program and Coordinator, Fundamentals of Psychoanalytic Thought
nspira@chicagoanalysis.org

Elizabeth Feldman, PhD – Interim Director, Adult Psychoanalytic Psychotherapy Program
feldmanef@comcast.net

Edward Kaufman, LCSW - Director, Child & Adolescent Psychoanalytic Psychotherapy Training Program
ekaufman@chicagoanalysis.org

Linda Marino, PhD – Director, Student at Large Program
lmarinophd@gmail.com

Judith Newman, LCSW – Director, Adult Psychotherapy Clinic Fellowship
jnewman@chicagoanalysis.org

Dale Gody, PhD – Director, Institute Fellowship Program
dalegody@gmail.com

Administrative Staff:

Yvonne Afable, Accounting Consultant 312-897-1407 (yafable@chicagoanalysis.org) – supports budget development, prepares monthly financial statements, supports Budget Committee and manages audit process and all regulatory compliance reporting. (Works 1-2 days/week)

RayTara Black, Human Resources & Technology Coordinator 312-975-1430 (rblack@chicagoanalysis.org) – facilitates Human Resources and technology for the Institute. Also maintains social media and participates in the planning and coordination of various Institute events. (Works M-F)

Alison Chandler, Education Programs Coordinator 312-897-1403 (achandler@chicagoanalysis.org) – coordinates all training programs, to include student recruitment, application processes and registration, and maintenance of student records. (Works M-F)

Carolyn Handler, Chief Administrative Officer 312-897-1422 (chandler@chicagoanalysis.org) – oversees all administrative and financial operations (Works M-F)

John Leonard, Librarian 312-897-1419 (jleonard@chicagoanalysis.org) – facilitates posting of course syllabi and readings, PEP Web access, maintains library collection and archive, assists with research, archive and other collection requests, integrates donated books into the Institute library. (Works M,T,R,F 9am - 3pm)

Gordon Mayer, Institute Communications & Marketing Consultant 312-897-1424 (gmayer@chicagoanalysis.org) – coordinates and oversees all marketing and communications activities for the Institute. (Works 2-3 days/week)

Julius Nocup, Accounting & Business Office Coordinator 312-897-1417 (jnocup@chicagoanalysis.org) – processes all payments (rent/tuition/clinics/contributions/faculty dues), payroll and accounts payable (teaching stipends/supervision/therapy/expense reimbursements), assists with financial statement preparation. (Works M-F)

Gabriela Santiago, Clinic Administrative Assistant 312-897-1408 (gsantiago@chicagoanalysis.org) – coordinates all Institute clinic activities including insurance verification, provider credentialing, record management, payment processing and monthly and other ad hoc reporting. (Works M-F)

Chris Susman, Executive Assistant 312-922-7474 (csusman@chicagoanalysis.org) – handles tenant requests, interfacing with the Board of Directors, assisting with faculty governance, supporting development efforts, and room and event scheduling. (Works M-F)

Damita Wilson, Continuing Education Coordinator 312-897-1411 (dwilson@chicagoanalysis.org) – coordinates all continuing education programs; including issuing CE Certificates and maintaining our status as a CE provider with APsaA, and the State of Illinois. (Works M-F)