

Guidelines for Facilitating Your Study Committee

Creating a Study Committee

One of your first tasks as a MACF student is to create a study committee. This happens within 4-6 weeks after the first residency. You will have an opportunity to meet prospective faculty members at MACF gatherings, (first evening introductions, “brown bag” lunch series of lectures, etc.) or you should feel free to contact individual faculty members personally. You could have a short conversation to determine whether a particular faculty member is right for you – chemistry is important. If more time is needed, you can make a half hour or hour session with the faculty member. A small number of your advisor sessions can be used for this exploratory process. Please exercise caution not to use all of your allotted adviser hours.

Once you have formed your study committee, you are responsible for convening meetings including: contacting study committee members to arrange meeting times (cf. scheduling recommendations below); providing an agenda (see “checklist” below for what is expected at each meeting); and chairing and facilitating the meetings. You are encouraged to schedule meetings as far in advance as possible as faculty members have major commitments – often involving complicated travel schedules.

Suggested Schedule of Study Committee Meetings

Students have two study committee meetings per year. The following is a suggested schedule:

- | | |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------|
| Meeting #1: | On the phone, 4-8 weeks after the first residency, when committee is formed. For most people this meeting will occur on the phone. |
| Meeting #2: | Face to face during March Residency (Residency 2) |
| Meeting #3: | Face to face during September Residency (Residency 3) |
| Meeting #4: | Face to face during March Residency (Residency 4) |
| Meeting #5: | Face to face during September Residency (Residency 5) |
| Meeting #6: | On the phone before the final residency or face-to-face during the final June residency. |

Chairing the Meetings

While you are responsible for chairing your study committee, you are also encouraged to seek the guidance of your committee members so far as what needs to be covered in each meeting and on any topics around which you may have questions.

Check List and Suggested Agenda for Study Committee Meetings

Meeting #1

<p>Getting to know the committee</p>	<p>The first meeting is a chance for the committee members to get to know each other. This might entail:</p> <ul style="list-style-type: none"> • why the student chose particular members • what each member can contribute • dreams, goals, research ideas, lines of inquiry and creativity • Learning styles, educational needs or issues, etc.
<p>Review Requirements</p>	<p>Raise any questions you may have about the program requirements such as:</p> <ul style="list-style-type: none"> • Advisor sessions: Each student has 25 advisor sessions per academic year. The student can use up to 10 of those advisor hours with other study committee members; and up to 3 hours per year can be used to work on the final project with faculty outside the student's committee. • Make sure you are clear about the ways to use advisor hours: e.g., program guidance, reporting on studies, tutorials and theory, personal development, case discussion, internship focus, peer group issues, final project, interfacing with the world etc. • General Supervision: Each student has 15 hours per year for general supervision with any faculty member, including diplomates in the student's regions. General supervision means working in front of a supervisor or working on cases, one-to-one, or during the bi-monthly case supervision groups. • General supervision is not a time for personal therapy. The purpose of each session should be clarified ahead of time.
<p>Internship</p>	<p>At this point you might begin to discuss possible ideas of internships, early intuitions, opportunities that might be available in your locale.</p>
<p>Final Project</p>	<p>You could discuss your research interests, and areas of inquiry and passion. This will give study committee members a chance to offer guidance in determining an area of focus and in thinking through with you where you might find internships.</p>
<p>Committee Contact</p>	<p>Discuss how you will keep contact and determine how much advance notice committee members may require to schedule meetings. Consider making a meeting now for your second meeting. Discuss committee members' availability with email contact and at what point the amount of contact would</p>

	count as a session.
Missed sessions	Students need to be aware that if you miss a meeting or session, the faculty will bill the center for that session. However, you cannot count missed sessions towards your total. Students receive an incomplete if 4 or more advisor sessions are not completed
Arranging Study Committee Meetings	Arranging meetings is the student's responsibility. This means arranging a conference call, and/or a room for the committee to meet in. If all study committee members cannot be present at a meeting during a residency, the student is responsible for arranging use of the Institute's speaker phone in advance with the office.
Incomplete Course Work	The committee will need to follow up with students regarding any incomplete coursework that may have occurred during the first residency. Each study committee member is sent evaluations indicating if the student has passed or failed each course. The required number of advisor & supervision sessions also needs to be completed each year.

Meeting #2

Check in	How are things going? Celebrate progress; address challenges or difficulties
Learning and Learning Journal	How is the learning going? Anything to discuss or share? Is there a learning journal?
Advisor sessions	This is the half way point – has the student completed 10-15?
Peer groups	How are they going? Are they happening? Any help or supervision needed?
Incompletes	Report on and discuss any incompletes. Do you need any special help from your committee?
Personal and professional development	How do you feel about your goals and progress? Do you need help with anything, any challenges arising? Anything potentially in the way of completing the program? If so, bring it up for discussion and consideration with your committee
Internship	At this point, you should have several internship ideas and the meeting might be an opportunity to brainstorm about possibilities or approve a proposal.

Meeting #3

Check in	As above, general learning, incompletes, sessions on track.
Internship	First internship should be approved and on track. Supervisor selected: one supervisor per internship, 12 hours allotted. Internship is approximately 125 hours of activity, or 250 for both; roughly 160 hours

	direct contact, 24 hours internship supervision, 70 hours planning, reading, preparation. Bring up any concerns you may be having.
Electives	A reminder – electives are 10 days in 3 years. The Worldwork seminar can satisfy some days towards the elective requirement.
Peer groups	Check in on how they are going
Supervision	Are you getting enough opportunity to practice skills live and via case supervision? Bring up any issues around your ongoing practice
Final Project	Begin or continue discussion about final project – any ideas? Reading and research begun? Topic areas? Brainstorm together with your committee

Meeting #4

Check in	Report on: learning, incompletes, sessions on track, progress, challenges, any outstanding work. Use your committee to consider any special problems and brainstorm their resolution. If problems arise, don't hesitate to bring up and ask for assistance.
Internship	1 st internship in progress, and second one in planning stages, ready for approval? Get feedback about 1 st internship. Remember you need to submit a report (short essay) on each internship
Electives	Check in around electives
Peer groups	Again, check in on how these are going.
Supervision	How's it going? Do you have sufficient live supervision and enough supervision for your cases?
Final Project	A proposal should be in a draft stage; what is the project? How's it progressing? Any help or ideas needed? Are you getting enough support?

Meeting #5

General check in	Learning, incompletes, sessions, supervision, peer groups, electives, etc.
Internships	Both Internships should be nearing completion. Reports needed on both.
Final Project	The Final project should be nearing a draft form, or at least, a well-defined proposal. The student and committee should plan ahead when the first and final drafts of the project should be submitted to the committee. The committee must approve the complete final project. We suggest that a first draft be submitted between January and March depending upon student and committee schedules. Please check with committee if they need a draft sent electronically or hard copy and a timeline for returning it with feedback (faculty is expected to

	return thesis drafts with comments within 3 weeks of their receipt). The final approved project should be completed just before the final residency. Please be sure and plan your advisor hours accordingly: You can use one hour per committee member to review the first draft and one hour to review the final copy. (put at least 6 hours of your advisor time aside for committee review of the final project).
Exams	Check in on readiness, preparation, any questions, etc.

Meeting #6

Check on requirement completion	<ul style="list-style-type: none"> • Make sure you are on track and review with your committee: 25 advisor hours (per year) should be completed by final residency; Up to 5 advisor hours can be taken after graduation to help students transition into post-graduate life. These sessions must be completed by July 31 of that year. • 15 general supervision hours (per year) completed by final residency • Both internships completed, as well as 24 internship supervision hours, final reports in • All coursework from residencies completed • 10 elective days completed • Peer group meetings finished • 6 study committee meetings, including this one, finished
Final Project	Draft has been submitted to the committee and approved at this meeting
Exams	Any help needed with exams? Questions, support, etc.
Transitioning into post-graduate time	Discuss, brainstorm, dream and support your transition into post-graduate life – what awaits? What plans, creativity, work?
Closure, summary, goodbyes	