



# **Independent Study Program**

## **Student Handbook**

**2011-2012**

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## **MISSION**

Process Work Institute is dedicated to being a learning community of excellence, promoting research, training, and development in Process Work. It aims to provide cutting edge knowledge in Process Work and its applications to learners through both distance and onsite learning methods, and to inspire and promote personal transformation and greater social awareness.

## **VISION**

To become a beacon of research, education, and personal development through the application of Process Work worldwide.

## **VALUES**

Process Work is committed to eliciting the core of potential meaning and growth that lies at the heart of even the most disturbing human experience. Process Work's essential values include awareness, learning, relationship, and a continued commitment to personal growth.

The Process Work Institute has full institutional approval to offer the Independent Study Program pursuant to the Oregon Office of Degree Authorization under OAR 583-030-0041. Inquiries concerning the standards or school compliance may be directed to the Oregon Office of Degree Authorization at 1500 Valley River Dr., Suite 100, Eugene, Oregon 97401.

The Process Work Institute is a nonprofit corporation, 501 (C)(3), incorporated under Oregon law in 1989. Its offices are located at:

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# The Independent Study Program

## Introduction

Welcome to the Independent Study Program (ISP). This program is an ideal way for students to be introduced to the field of Process Work. The Independent Study Program is intended for practitioners and professionals, as well as students and anyone interested in learning specialized skills and methods in their fields, such as bodywork, leadership and change, end of life care, family and relationship counseling, addiction counseling, organizational change, conflict facilitation, working with extreme states, abuse and trauma work, movement, and other specialized topics. In addition to gaining skills and methods, some will use the Independent Study Program as an opportunity to begin a path of study in Process Work, or to accelerate and deepen their personal learning. Some might also see it as the first step towards entering one of the MA programs in Process Work.

The Independent Study Program is a non-local program of study. Through seminar and course participation in various locations, students can collect the required number of hours of study. Any Process Work learning that is open to the public, and facilitated by a Certified Process Work Diplomate counts towards fulfilling the required number of hours of study. The Independent Study Program provides students with an opportunity for in-depth study of a specialized area of Process Work through course work and collaboration with an advisor. Together with his or her advisor, the student designs a learning agreement tailored to individual needs and interests. Standard requirements include participation in classes or seminars, and one-to-one sessions with advisors and supervisors.

## What is Process Work?

Process Work is an interdisciplinary approach to individual and collective change. It developed in the 1970s and 1980s when Dr. Arnold Mindell, a Jungian analyst in Zurich, began researching illness as a meaningful expression of the unconscious mind. Also known as Process-oriented Psychology or Dreambody work, Process Work offers new ways of working with areas of life that are experienced as problematic or painful. Physical symptoms, relationship problems, group conflicts and social tensions, when approached with curiosity and respect, can lead to new information that is vital for our personal or collective growth. With roots in Jungian psychology, Taoism and physics, Process Work is based on the assumption that the solution to a problem is contained within the disturbance itself. Process Work has developed into a comprehensive therapeutic system designed for working with the entire spectrum of human experience. It provides a practical framework through which individuals, couples, families and groups can connect with greater awareness and creativity. Process Work has been applied to many areas, including work with seriously ill and dying people, conflict resolution, organizational change processes, altered and extreme states of consciousness and addiction.

## Who are our Students?

The Independent Study Program (ISP) is intended for practitioners and professionals, as well as students and anyone interested in learning specialized skills and methods in their fields, such as bodywork, leadership and change, end of life care, family and relationship counseling, addiction counseling, organizational change, conflict facilitation, working with extreme states, abuse and trauma work, movement, and other specialized topics. In addition to gaining skills and methods, some will use the Independent Study Program as an opportunity to begin a path of study in Process Work, or to accelerate and deepen their personal learning. Some might also see it as the first step towards entering one of the M.A. programs in Process Work.

## Disclaimer

The Independent Study Program is authorized by the State of Oregon; however, it is not recognized by the Northwest Commission on Colleges and Universities. The Independent Study Program is not

recognized by any license granting agency as a basis for licensure or professional membership as a mediator, facilitator or consultant, and PWI does not place graduates in jobs related to these professions.

## **Application and Admissions**

### **Admission to the Program**

To be admitted to the Independent Study Program, the applicant fills in an application form which describes their prior exposure to Process Work, their interest in studying and reasons for joining the program, and the area in which they would like to specialize. After submitting the application with a non-refundable fee of \$75, the application is reviewed, and if accepted, the student is admitted to the program. The application review will ensure that there are enough opportunities to study in the applicant's area of choice.

To apply, please contact the Process Work Institute to receive an application and further instructions about the process.

## **Program Requirements**

### **Choosing an Advisor**

The first step upon enrolling in the Study Program is to choose an advisor. The advisor, a Process Work Diplomate, is the student's study facilitator and resource person throughout the program. The advisor should be someone whose area of expertise matches the student's interest.

### **Personal Sessions**

The student is required to complete 10 hours of one-to-one work with their advisor. Personal sessions with a Process Work Diplomate constitute an important aspect of the student's training. Through this process the student gains increased understanding of skills and methods, can receive supervision of his or her application of learning, and can work on issues relating to his or her professional development.

### **The Learning Agreement**

The learning agreement is based around the student's personal and professional goals. It spells out which areas of study the student wishes to specialize in and the evaluation criteria the student and advisor decide upon, to ensure that the standards have been satisfactorily met, and the student's own learning goals are achieved. Depending on the area of focus, each student creates his or her own evaluation criteria. It might be a short essay, or a supervised session, in which the student displays his or her grasp of the area and gets feedback on his or her skills. It might be a lecture, in-service, or training in an organization, using the specialized knowledge, or a session analyzing a video tape of the student's work. It could also be a creative project, demonstrating an understanding of the topic area through artistic media, such as dance, performance, music, art, etc.

After selecting an advisor, the student has one month to submit the learning agreement. A draft of the learning agreement is submitted to the Registrar, and kept on record. Completion of the program depends on the student fulfilling the basic requirements, and fulfilling the evaluation criteria that the student and advisor created in the learning agreement. Throughout the course of study, the advisor and student can meet and revise the learning goals and criteria.

### **Learning Log**

After enrolling, the student will be sent a Learning Log to track participation at seminars, courses, and to record session hours.

## **Peer Study and Process Work Community**

In order to obtain valuable mutual support, students are encouraged to participate in peer study groups. Students can form study groups with other students of Process Work, whether formally enrolled in a program or not. We strongly encourage students who are geographically isolated to form networks and communicate by e-mail, skype, phone and fax with other students.

There are Process Work communities and training centers in Portland, Oregon; Zurich, Switzerland; United Kingdom; Ireland; Australia; New Zealand; Poland; Japan; Israel; Greece; Slovakia. Please check the Process Work Institute website for a list of training centers and events around the world: <http://www.processwork.org/>.

## **Course Requirements**

### **Minimum Study Requirements**

The student is required to complete a minimum of 75 hours of training in the topic area of his or her choosing. Topic areas can be any theme or topic related to the student's personal or professional interest, and can be satisfied by a combination of training type: seminars, classes, workshops, online and distance learning, and individual or group tutorials. Online or distance learning can count for no more than 35% of the total number of training hours. This does not include personal sessions, which can all be done via telephone.

Possible topics might include:

- Bodywork
- Symptoms and illness
- Relationship Work
- Near-death and coma work
- Extreme States of Consciousness
- Movement
- Conflict work
- Family work
- Dreams and dreaming
- Creativity
- Worldwork
- Open Forums
- Conflict facilitation
- Diversity and multi-cultural facilitation
- Leadership
- Organizational work
- Team work
- Addictions
- Trauma and abuse
- Coma work
- Palliative care
- Dementia and near death states of consciousness
- And any other topic area of the student's choosing, provided there are learning opportunities in that area available

## **Program Completion**

### **Program Completion**

Once all requirements have been met, the student is eligible for graduation. Fulfilling requirements means that the Learning Agreement has been fulfilled and signed off by the advisor, and the Learning Agreement and Learning Log have been reviewed and accepted by the Registrar. The minimum length of study is one year, and the entire course must be completed within two years, unless the student and advisor submit a request to prolong the period of study.

### **Enrolling in Other Process Work Programs**

Some students will meet their learning goals by completing the Independent Study Program. Others will want to extend their learning by transferring into other Process Work programs. Each program has its own transfer policies, and the student is encouraged to review the transfer requirements for each program. The students can transfer all the credit hours from the Independent Study Program towards a Certificate in Process Work, fulfilling 75 hours of the required 175 hours of study, and 10 hours of the 25 one-to-one sessions.

## **Student Services**

### **Library and Media Resources**

PWI offers faculty and students an on-site library, on-site bookstore, books, journals and manuscripts through PWI's publishing company, the Lao Tse Press, as well as access to other university libraries. PWI's library contains over 1100 volumes of process-oriented foundational books, journal articles and research as well as books in related fields. This includes 500 theses and manuscripts on Process Work specializations and applications written by our graduates and over 60 video and audio tapes. Printed materials can be checked out of the library while on campus or on long-term loan in between residencies. Other learning resources such as audiotapes, videos and video equipment are also available.

### **Counseling Services**

Students are provided with a list of counselors who are available if needed. Students may contact these counselors directly and can also ask their advisor for assistance in choosing a counselor from among the faculty.

### **Job Counseling and Placement**

The advisor is available to help the student develop long-term goals and plans for a professional career using their training in Process Work. PWI, however, does not help place students in positions nor does it guarantee job placement after the completion of the studies.

### **Housing and Medical Services**

The Process Work Institute does not provide housing or medical insurance services for students. Information on where to receive service in these areas can be obtained through the PWI website or from the office during regular office hours.

### **Community Government**

The Process Work Institute holds open community meetings twice a year, and open training meetings twice a year to discuss issues related to learning, teaching and community life. They are open to students, faculty and friends of Process Work. These meetings serve to deepen community, work on relationship issues, address student-faculty issues, and discover trends, directions and

dreams within the community. If concrete needs, directions and visions arise out of these meetings, they are taken up by the Training Council, Vice President of Academic Affairs or Dean of Students for follow up.

The Training Council, which has faculty and student representation, serves to guide the development of the training programs. The council is a means of giving input, sharing ideas, raising issues around training and learning Process Work, including learning at a distance, student-faculty relationships, curriculum and training methods, vision and mission, outreach, internships, standards, exams, alumni issues, etc. The Training Council has representatives from each program, including a seat for non-registered students and at-a-distance training. The council is not a decision making body, though it does have the authority to craft proposals to be brought forward to the Vice-President of Academic Affairs, Program Dean or CEO for action or decision.

### **Process Work Institute Office Hours**

The Process Work Institute is open Monday through Friday, 10.00am- 5.00pm. It observes the following holidays:

- July 4th (Friday of)
- Labor Day (Monday of)
- Thanksgiving (Thursday and Friday)
- Christmas Day
- New Year's Day

## **Administrative Policies**

### **Interim Policy**

Students may apply for an interim, a temporary absence from the program. A total of 12 months of interim can be taken without having to reenroll. In case of medical reasons and other extenuating circumstances, these will be handled on a case-by-case basis. During an interim period, the student remains in the program, and an administrative fee of \$60 is required. If a student has paid tuition in advance for the year during which he or she is on interim, these fees may be applied to the tuition due once they re-enroll. All student fees must be up to date prior to the interim being approved. If the student takes longer than 12 months off from the program of study, he or she must reapply to the program.

### **Transfer of Credit from Other Programs of Study**

Students can transfer up to 25 hours of study from prior work (seminars, therapy, one-to-one or group supervision, independent study) toward the Independent Study Program. These training hours, however, must have been completed within a year prior to enrollment.

### **Grievances and Appeals**

Disagreements, conflicts or complaints by a student can be brought to their advisor who can help the student settle the complaint, mediate the conflict, or give them advice on how to settle the complaint. When the complaint cannot be brought to the advisor, for instance, the student has a complaint against their advisor, or, the student has a complaint against a faculty member that he or she does not want to arbitrate, this is brought to the Dean of Students. If the Dean of Students feels this is a complaint of an ethical nature, she will recommend that the student file an ethics complaint with the Ethics Committee. If it is a matter of disagreement between the student and the teacher, the Dean or an Ombudsperson in the Dean's office will offer to facilitate or arbitrate the disagreement. If the student disagrees with the results of the arbitration procedure, the student may enter a dissenting

statement into the record, which shall remain part of the student's confidential record. If the Dean feels the complaint reflects poor professional behavior on the part of the teacher, the Dean will investigate the matter.

The complaint and the results of the complaint are kept on record a locked filing cabinet in the administration office. Complaints filed by the student are accessible to the student, upon request. The student's study committee members, the VP of Academic Affairs, the President, and office staff have access to the files. No records are released to other individuals without the student's written permission.

Student complaints not resolved by the Dean of Student's office should be submitted to the Oregon Student Assistance Commission, Office of Degree Authorization, 1500 Valley River Drive, Suite 100, Eugene, Oregon, 97401, phone: 1-800-452-8807.

### **Ethics Committee**

The Ethics Committee is responsible for facilitating discussion around ethics and for dealing with ethical complaints from the student body and faculty. The Process Work Institute has a continuing responsibility and desire to foster a context and atmosphere that supports the well being of all its members and of the group as a whole. The committee has the following main tasks

1. To initiate community-wide discussions on ethical issues.
2. To develop and supervise courses on ethics.
3. To receive and process specific complaints about faculty or students' behavior.
4. To initiate further training and supervision requirements in situations where ethical standards have been violated.
5. To offer counsel on ethical matters for those faced with difficult decisions.
6. To recommend either expulsion from the program or the revocation of a previously granted diploma where a member has severely violated the ethical standards of the Process Work community.

The Ethics Committee is a rotating body of faculty members who strive to broadly represent the community's perspectives. The work of the committee is open to community review. Confidentiality is granted to the individual whose rights have been violated as well as to the person who violated the ethical standards unless confidentiality would create further harm. The Ethics Policy is available on the PWI website at <http://www.processwork.org/about/ethics>.

### **Registration and Identity Verification**

After the student completes a course towards fulfillment of the requirements of the Certificate in Process Work program, he or she must obtain the signature of the Certified Process Worker who taught the course. Signatures of instructors must be written on the student's Learning Log. The student must also obtain the signatures of their advisor to verify all advisor sessions and of all Certified Process Workers with whom the student had personal sessions. The Process Work Institute may then perform random checks to confirm any and all records of course completion, personal sessions, and advisor sessions.

### **Transcripts and Records**

The Registrar maintains a file for each student, including application form and Learning Agreement. Students may see their records at any time by application to the Registrar. Students must authorize

any person or party requesting to see their record, except for the advisor or the State of Oregon Office of Degree Authorization. Upon the student's written request, copies of academic records and transcript summaries, will be forwarded to a third party for a fee.

### **Conduct Policy**

Matriculation into the Certificate in Process Work program automatically binds the student to follow the policies for conduct at the Process Work Institute. Infringement of school policies will lead to a charge which will be brought before the Ethics Committee. The Ethics Committee has the authority to make disciplinary recommendations to the student and his or her study committee, and/or to remove the student from the school for the following behaviors.

#### **Abuse and Endangerment**

- Verbal or physical abuse against another student or faculty member
- Careless endangerment of another person
- Possession of weapons
- Use or sale of illegal drugs
- Property damage and/or theft
- Obstructive or disruptive behavior
- Insubordination or direct incitement to serious misconduct
- Diminishing the reputation of the college community
- Willful failure to comply with the authorized directions of any college official, staff member or teacher acting in the performance of their duties

#### **Harassment and Discrimination**

- Harassment or discrimination based on race, religion, gender, sexual orientation, age or physical ability

### **Confidentiality**

Notes taken during class, as well as handouts and course materials, are for personal use and can be distributed to fellow participants but may not be distributed to non-participants unless the instructor gives explicit permission. Audio and video taping is allowed only with permission from the instructor. Audio and video tapes cannot be distributed to non-class participants without the permission of the teacher. No audio or video taping of an individual's personal work is allowed; this includes work of either a personal or professional nature, i.e., case supervision, unless the person who is working explicitly requests that his or her work be taped for his or her personal use. No names or personal details of participant's experiences working in dyads or in the large group shall be shared with people outside the class. In case consultation classes, participants will take measures to ensure the confidentiality of their clients; no names or identifying descriptions can be used and, in all cases, the client, individual or group must remain anonymous. Participants are asked not to share the case details with participants outside the class.

### **Falsification of Information**

- Plagiarism

- Falsification of requirements and records

All charges that lead to any recommendation by the Ethics Committee will become part of the student's official transcript.

We recognize that some so-called antisocial or deviant behaviors may be potential instruments of social change. We place high expectations on the offender's ability to transform his or her disturbance into useful and consensually accepted social change. All review procedures, therefore, acknowledge this principle and make use of community process and mediation between parties.

Extreme and repeated violation, however, will be dealt with by expulsion of the offending student/students, subject to the rules of due process in discipline as outlined below.

### **Disciplinary Procedure and Appeals**

Any student who has, because of a violation of the published conduct policy, become liable for expulsion or suspension is to be formally notified of this possibility and of a hearing at which the disciplinary procedure will be discussed. His or her rights include the following

- Advance written notice of the hearing
- Opportunity to inspect relevant documents
- Right to bring advisory council
- Right to represent his or her own position
- Right to question accusers, unless the accuser feels that the accused poses a threat to his or her personal safety
- Determination based solely on information disclosed in or before the hearing;
- Right to appeal on specific grounds

The Independent Study Program has adopted disciplinary guidelines conforming to those described in the memorandum, "Due Process in College Discipline" published as a supplement to OAR 583-30-035(13) in October, 1994. Copies of both these guidelines and the memorandum are available on request from the Registrar.

## **Tuition and Fees**

### **Program Costs**

The program costs will vary significantly depending on the number and type of courses the student selects. The tuition cost for the program is \$250 per year. The tuition does not include costs for courses, advisor contact hours, personal sessions, travel, meals or lodging. Seminar costs vary according to the local economic situation, week-long seminars are often between \$300-\$500 and weekend seminars are between \$150-\$350. One-to-one sessions and advisor hours range from \$70-\$120, to be negotiated with the practitioner.

### **Scholarships and Financial Aid**

Currently, the Process Work Institute has no external funding source. We are aware that some people might want to apply for the program but can't afford the cost. We'll do our best to work with those requiring assistance, but cannot guarantee our ability to offer scholarships or locate funding sources. Students can apply for scholarships by contacting whomever is conducting registration for the course, be that the Process Work Institute or another body.

**Tuition Refund Policy**

Refund Policy: (the term "course" refers to the class or course of study the student has applied and been accepted into) A student is permitted to withdraw during any part of the program in "whatever manner" - in writing, by phone, or in person. A student who elects to cancel their enrollment within 5 calendar days of enrollment will receive a full refund of all money paid. The 5 calendar days begin when the student signs the enrollment form, or confirms enrollment through email, or tuition payment. After the 5 day cooling off period, where the student cancels after completing at least one lesson but less than 50 percent of the course lessons, the Process Work Institute may retain the non-refundable fee (registration fee) of \$150 plus a percentage of tuition which shall not exceed the following:

- a) Up to and including 10% of the course, PWI retains 10% of the refundable tuition.
- b) Between 10% and 25% of the course, PWI retains 25% of the refundable tuition.
- c) Between 25% and 50% of the course, PWI retains 50% of the refundable tuition.
- d) After the student completes more than 50% of the course, PWI shall be entitled to retain total course tuition.

The amount of the course completed shall be the ratio of completed required lessons to the total lessons required to complete the course.

In case of a student illness, accident, psychological emergency, death in family and other circumstances beyond the control of the student, the Process Work Institute will give special consideration to the student's request for cancellation beyond the minimum refund policy.

## Faculty

*Dipl. P.W.* is Diplomate of Process Work. *RSPOP* is the Research Society for Process-oriented Psychology in Zurich, Switzerland.

### Full-time Faculty Members

**Jan Dworkin, Ph.D.** Union Institute; Dipl. P.W. RSPOP Zurich; M.A. Norwich University; B.A. Antioch College.

**Dawn Menken, Ph.D.** Union Institute; Dipl. P.W. RSPOP Zurich; M.A. Norwich University; B.A. Antioch College.

**Ingrid Rose, Ph.D.** Pacifica Graduate Institute; Ph.D. University of Western Sydney; M.A. PWI Portland; Dipl. P.W. PWI Portland; Hons. University of South Africa; B.A. University of South Africa.

### Part-time Faculty Members

**Renata Ackerman, Ph.D.** Union Institute; Dipl. P.W. PWI Portland; M.A. University of Zurich.

**Lane Arye, Ph.D.** Union Institute; Dipl. P.W. RSPOP Zurich; M.A. Antioch International, Ohio; B.A. Oberlin College, Ohio.

**Lena Aslanidou, M.A.** PWI, Portland; Dipl. P.W. PWI Portland; L.S.W. I.A.K.E. Institute for the Development of Social Work, Athens, Greece.

**Arlene Audergon, Ph.D.** Union Graduate School; Dipl. P.W. Psych. RSPOP Zurich; M.A. Antioch University.

**Jean Claude Audergon, Liz. Phil. I,** Univ. of Zurich, Zurich; Dipl. P.W., RSPOP, Zurich.

**Claus Bargman, Dipl./M.Soc.Sci.,** University of Bremen, Germany; Dipl. P.W. PWI, Portland.

**Julie Diamond, Ph.D.** University of Berne; Dipl. P.W. RSPOP Zurich; Lic. Phil. I., University of Zurich; B.A. Antioch College.

**Shar Edmonds, Dipl. P.W.,** POP, Australia; B.M., B.S., Univ. of Queensland, Australia.

**Emetchi, M.A.** PWI Portland; Dipl. P.W. PWI Portland.

**Jen Fox, M.A.** Univ. of NSW, Australia; Dipl. P.W. POP, Australia.

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**Joseph H. Goodbread, Ph.D.** Dr. Sc. Techn. Swiss Federal Polytechnic Institute; Dipl. P.W. RSPOP Zurich; M.A. Stanford; B.S.E. Princeton.

**Kate Jobe, M.A.** Western Washington University; Dipl. P.W. RSPOP Zurich; B.A. Combs College/Philadelphia Dance Academy.

**Vassiliki Katrivanou, M.A.** PWI, Portland; M.A. Portland State University; Dipl. P.W. PWI, Portland; B.A., Portland State University.

**Robert King, M.S.W.** University of Washington; Dipl. P.W. PWI Portland; B.A. University of Washington.

**Takeo Kiriya, M.A.** PWI, Portland; Dipl. P.W. PWI Portland; B.A. Hoso Univ. Japan.

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**Herb Long, Th.D.** Harvard University; Dipl. P.W. PWI Portland; B.D. San Francisco Theological Seminary; B.A. Stanford University.

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**Arnold Mindell, Ph.D.** Union Institute; Dipl. P.W. RSPOP Zurich; Analyst. Dipl. Jung Institute, Zurich; M.S. Massachusetts Institute of Technology; B.A. Union College; B.S. Union College.

**Lesli Mones, M.A.** Antioch College, Ohio; Dipl. P.W. PWI Portland.

**Pierre Morin, M.D., Ph.D.** University of Basel, Zurich; Union Institute and University of Cincinnati, Ohio, respectively; Dipl. P.W. RSPOP Zurich.

**Rhea, M.A.** University of Massachusetts; M.A. PWI Portland; Dipl. P.W. PWI Portland.

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**Hitomi Sakamoto, Ph.D.** Union Institute & Univ. Ohio; M.A., Keio Univ. Tokyo; Dipl. P.W. PWI, Portland; B.A., Keio Univ. Tokyo.

**Stephen Schuitevoerder, Ph.D.** University of Western Sydney; Dipl. P.W. PWI Portland; M.A. Rand Afrikaans University, South Africa; Grad. Dipl. University of Technology, Australia; B.A. (Hons.) University of South Africa; B.Comm. University of Witwatersrand, South Africa.

**Ellen Schupbach, Ph.D.** Union Institute; Dipl. P.W. PWI Portland; B.A. Naropa Institute.

**Max Schupbach, Ph.D.** University of Zurich; Dr. Med. Vet. University of Zurich; Dipl. P.W. RSPOP Zurich; Lic. Phil. I University of Zurich.

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**Stan Tomandl, M.A.** PWI, Portland; Dipl. P.W. PWI Portland.

**Jai Tomlin, D.C.** Palmer University; Dipl. P.W. PWI Portland; C.N. Western States Chiropractic College.

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