

## **CURRICULUM COMMITTEE MANDATE**

The Curriculum Committee is a standing committee of the Toronto Institute of Psychoanalysis. The Curriculum Committee is responsible to the Training Committee for the Curriculum of the Toronto Institute of Psychoanalysis.

## **MEMBERSHIP**

The following members constitute the Curriculum Committee:

1. The Chair
2. The Executive Secretary
3. One First Year Coordinator
4. One Second Year Coordinator
5. One Third Year Coordinator
6. One Fourth Year Coordinator
7. Ad Hoc Members
8. Class Representatives
9. One Post Fourth Year Graduate

## **PROCEDURES**

Presently the academic part of the training consists of four years of learning in a seminar format. During those four years different subjects are arranged in courses and each course is comprised of several seminars. The description of the courses is published annually in the syllabus of the Institute.

The Curriculum Committee appoints teachers to coordinate courses. These teachers are known as “the course coordinators”. The course coordinators submit to the committee the outline of the course for its approval. The committee in consultation with the course coordinator is responsible for appointing teachers that are best suited to teach the seminars that form part of the overall course. The course coordinators are responsible for the appointment of a substitute teacher in the event that the scheduled seminar leader becomes suddenly unavailable. The course coordinators must notify the committee of any changes.

The Curriculum Committee is responsible for the publication and timely distribution of the syllabus. To that effect, the course coordinators must provide to the committee a description of the course and its stated learning objectives. For the academic year that commences in September the deadline for the written submissions of course descriptions is April 30.

The course coordinators will make sure that all the bibliographical sources cited as readings for the course are readily available to the class. At the end of the course, the course coordinators must ensure that the class fills in the evaluation forms. The class representative will be responsible for the collection of those evaluation forms and will hand them over to the secretary. The committee is responsible for the safekeeping of the course evaluations. The syllabus and

the evaluations form part of the documentation require by professional bodies that provide continuing education credits to the training.

## **RESPONSIBILITIES OF MEMBERS**

The following is a description of the responsibilities of the members of the Curriculum Committee:

The Chair of the Curriculum Committee is responsible for the constitution of the committee and for the overall discharge of its duties. The Chair is also responsible for the roster of training analysts that are asked to lead the Continuous Case Seminars. The Chair will regularly report to the Training Committee, Toronto Institute of Psychoanalysis on the activities of the committee.

The Executive Secretary facilitates the necessary arrangements for the committee to meet. The secretary also records the minutes of the meeting, inputs her experience from past years and provides administrative support to the committee.

There are four Year Coordinators, one for each year. Coordinators are members of the Toronto Institute of Psychoanalysis or Members of the Toronto Psychoanalytic Society. Year Coordinators are responsible for the planning, discharge and evaluation of the academic activities.

The Ad-Hoc Members are senior psychoanalysts, members of the Toronto Institute of Psychoanalysis or senior members of the Toronto Psychoanalytic Society who contribute their experience and opinions to the deliberations of the committee. They often are asked to form part of sub-committees that may study specific issues and report back to the committee.

Each class is responsible for annually electing one Class Representative and one Substitute Class Representative. The Class Representative sits on the Curriculum Committee. When the class representative is unable to attend a meeting, the substitute will attend the meeting on behalf of the class representative. The names of the Class Representative and the Substitute Class Representative have to be forwarded to the Chair of the Curriculum Committee at the beginning of each Academic Year. The Class Representatives are responsible for communication and feedback between the class and the committee.

A Post Fourth Year Representative will be a candidate or recent graduate who completed the course in the recent past. This recent graduate will serve in the committee for one term without renewal. The experience of having recently completed the seminars will help the committee in its deliberations.

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