

THE SANVILLE INSTITUTE

For Clinical Social Work and Psychotherapy

2198 Sixth Street, Berkeley, CA 94710

510.848.8420 or toll free 866.848.8430

admin@sanville.edu

GENERAL INFORMATION AND INSTRUCTIONS FOR COMPLETING AN APPLICATION FOR ADMISSION TO THE DOCTORAL PROGRAM

The application process for admission to the Doctoral Program of The Sanville Institute is divided into three parts.

Part I: Submit the following materials:

1. Face Sheet
2. Curriculum Vitae
3. Personal Statement and Self-Assessment
4. Transcripts of graduate and undergraduate school records forwarded directly to The Sanville Institute from the institution.
5. Three letters of reference. Three letters from the Dean of the Institute to your prospective references, with Release of Information Agreements, are included with the application forms in this Appendix. Select references who can provide a relevant view of your functioning as a professional person. At least one of the three references should be a licensed clinical practitioner. Address the Institute's letter to each of your references. Fill in the name of the reference and sign the release at the bottom of the form for each of your three references. Send this letter to your references directly, requesting that they respond to the Institute within three weeks.
6. \$150 non-refundable application fee.

Upon receipt of all documentation, your application will be reviewed and evaluated by two independent raters. Those deemed ineligible or not qualified will be notified. Those deemed eligible and qualified will be asked to participate in Part II of the application process, the submission of clinical material.

Part II: Submit clinical case summaries of two cases that you are carrying or have carried.

The purpose is to convey a sense of your approach to practice. The first sample of your work should be chosen from a fairly long-term case. A summary or overview with selected fragments of process, or a process recording of one interview, would be appropriate. A suitable process recording includes comments on the theoretical basis for some of your interventions, should reflect your use of the transference, and may target countertransferential feelings that you found helpful in understanding the client.

We will be interested in the way you conceptualize your work and in your integration of theory with practice. You may select a case that represents your best work or you may prefer to present an unsuccessful session from which you learned something.

The second sample of clinical work can be any of the following: 1) A different long-term case; 2) brief therapy; 3) crisis intervention; 4) family therapy; 5) group therapy; or 6) case consultation with a person under your supervision about a clinical case. In the second sample you could use one or several interviews.

Once the clinical case summaries have been received by the Institute, all of the application materials submitted in Parts I and II are reviewed and evaluated by the Admissions Committee and the Dean. Any applicant deemed to be qualified will be invited to attend the Admissions Conference.

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Part III: The Admissions Conference.

The Admissions Conference is a group experience that includes all of the applicants together with the Admissions Committee. The Admissions Conference is designed to replicate in a small way the format and spirit of the Colloquium, the major group learning component of the program. In the group, each applicant will present one of the cases submitted, and the other applicants will be invited to participate in a clinical discussion of the case. Following the Admissions Conference, applicant is interviewed individually.

When there are too few applicants to have an Admissions Conference, the Admissions Committee will interview applicants individually, and the case summaries will serve as a point of departure in the interview.

There is an additional \$100 non-refundable fee for participation in the Admissions Conference. Admissions decisions are announced within one week of the Admissions Conference.

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APPLICATION CHECKLIST

The following is a checklist of items to be completed for Part I of the application. You must complete all steps before your application can be considered. *PLEASE TYPE ALL MATERIAL SUBMITTED.*

_____ Face Sheet

_____ Curriculum Vitae

_____ Personal Statement

_____ Self-Assessment

_____ Transcripts of graduate and undergraduate work. Have transcripts forwarded directly to the Institute from the institution.

_____ References & Release of Information Agreements. Have letters of reference sent directly to the Institute.

_____ \$150 non-refundable application fee. Make check payable to The Sanville Institute. Applicants accepted for Part III of the application process will be asked to pay an additional \$100 for participation in the Admissions Conference.

Mail your completed application to:

**The Sanville Institute
2198 Sixth Street
Berkeley, CA 94710**

Or e-mail

admin@sanvile.edu

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PERSONAL STATEMENT

Please write a statement about your relation to the factors listed below and any others that will affect your ability to participate in the Doctoral Program.

- 1) Current social and family situation.
- 2) Major developmental experiences and family background.
- 3) Psychotherapy experiences.
- 4) Ability to travel and stay at weekend convocations three times a year.

SELF-ASSESSMENT

The Institute seeks to individualize the program as much as possible toward your achieving your educational goals. Please write a narrative self-assessment describing where you are currently in your professional development, what your learning goals are, how you appraise your strengths and weaknesses in professional practice, and how you think the Doctoral Program can facilitate your professional growth. Please include your relation to personal psychotherapy, whether past, present, or anticipated, as a part of your clinical learning. Describe your experience and assess your capability and comfort level with required technology that will aid you in the program. That includes the use of computers, email, and Microsoft Word software for writing papers. Do you have experience with any video conferencing program, such as Skype?

The Admissions Committee's appraisal of your self-assessment is an important part of the selection process. Within a limit of 2000 words, you should present as full a picture of your professional self as possible, including personal material where relevant.

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FACE SHEET

The Institute admits each student on the basis of merit. The Institute does not discriminate on the basis of age, sex, physical handicap, race, religion, color, national or ethnic origin, or sexual orientation in the administration of its educational policies, admissions policies, or other school-administered programs.

Application for the:

- Fall Quarter (September-December)
 Winter Quarter (January-March)
 Spring Quarter (April-June)

Of 20 _____

Mr., Ms., Mx., Other _____ (please circle one)

Name: _____ Date: _____
Last First Middle

Home Address: _____ Phone #: (____) _____
Number Street

City State Zip

E-Mail Address _____

Office Address: _____ Phone #: (____) _____
Number Street

City State Zip

LCSW or MFT License #: _____ Date of issue: _____

Social Security Number: _____

Are you currently engaged in clinical practice involving direct work with clients?

Yes _____ No _____

Have you had an action taken against you with the BBS or any professional organization for an ethical violation?

Yes _____ No _____

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Re: _____

Dear _____

The above named person is applying to the PhD program of The Sanville Institute and has given your name as a reference in support of the application. We would greatly appreciate your communicating to us your impressions of the applicant with special reference to:

- Present professional competence based upon your observation or knowledge of the applicant's clinical work.
- Capacity for theoretical understanding in those areas of knowledge which form the basis for competent practice.
- Personal character, ethical behavior, and professional integrity.
- Capacity to undertake a challenging educational program while continuing with present practice and overall personal situation.

Include any observations that you feel may help us in evaluating the applicant. The applicant has signed a Release of Information Agreement below authorizing you to respond. Students have access to their Institute files.

Since our evaluation of the applicant significantly depends upon your response, we shall appreciate hearing from you as soon as possible.

Please send your completed reference to the above address.

Thank you.

Zonya Johnson, PhD
Dean

RELEASE OF INFORMATION AGREEMENT

I hereby authorize _____ to release

(Name of Reference)

to The Sanville Institute any and all information about me that may be deemed relevant to my application.

(Signature/Date) _____