

# **Philadelphia School of Psychoanalysis**

## **CODE OF CONDUCT**

The following Code of Conduct is meant to guide the administration, faculty, staff and students of the Philadelphia School of Psychoanalysis (PSP) in their professional and academic relationships with each other, as well as with external agencies and the general public, in order that the highest standards of professional and academic conduct may be upheld. What follow are not laws, but standards and principles that are intended to give shape and substance to the high ideals and aspirations that the profession of psychoanalysis has always upheld, first, for the welfare of the individual patient, and second, for society as a whole. Failure to comply with the Code of Conduct undermines the educational and clinical environment and can result in disciplinary proceedings.

### **A. GENERAL STANDARDS**

1. All persons comply with the normative standards, rules and regulations of the Institute, as outlined in the Faculty Handbook, Student Handbook, and other publications of the School, as well as all federal, state and local laws.
2. All persons respect the highest standards of academic integrity. PSP considers it a violation of the requirements of intellectual responsibility to submit work that is not one's own or otherwise to subvert the conditions under which academic work is performed by oneself or by others. Violation may lead to failing a course, academic probation, or in repeated cases suspension or expulsion.
3. All persons respect the highest standards of academic freedom. All persons ensure and protect the rights of other members of the community to express their views. This entails a respect for differences. Such a violation may result in failing a course, being placed on probation, or in cases of repetitive violations, being suspended or expelled.
4. All persons respect the rights, dignity, and integrity of others, regardless of racial and cultural identity and background, nationality, gender identity and its expression, sexual and affectional orientation, religious background and belief, marital status, family structure, age, mental and physical health and ability, political perspective, and educational and class status.
5. PSP is committed to establishing and maintaining an environment free of all forms of harassment. All members of the school community are expected to strive to interact constructively with each other.

### **B. ONLINE LEARNING: GENERAL RULES & CODE OF CONDUCT**

Participants are expected to help create a positive, safe, and inclusive place at PSP. While attending PSP courses, participant behavior expectations include, but are not limited to:

1. Complying with applicable PSP policies and procedures and reasonable direction and instruction from the PSP instructors;
2. Treating everyone with respect, including differences in opinion;

3. Seeking help from PSP instructors to resolve problems proactively and cooperatively;
4. Being punctual
5. Attending and participating fully in all classes- including keeping cameras on for the duration of the class; and
6. Notifying the PSP instructors in case of illness.

The following actions and behaviors, regardless of whether engaged in online or in-person learning, are clearly inconsistent with the Institute's expectations for participation in this community and are prohibited:

- Bullying other participants or instructors whether it is in person or through technology like cell phones, social media, or email;
- Engaging in activity that compromises the physical or emotional safety of themselves or others;
- Using any object to threaten people or make people feel uncomfortable or unsafe;
- Being under the influence of drugs, or alcohol during participation at PSP classes;
- Saying or doing things that hurt other people or might make people feel uncomfortable;
- Damaging Philadelphia School of Psychoanalysis property or systems intentionally;

Participants are expected to familiarize themselves with PSP's Appropriate Use of Information Communication Technology Policy (below) and to act in accordance with its terms, including avoiding all "inappropriate uses" described therein.

For further clarity, students should be mindful of the following principles and expectations:

- The classroom, whether physical or virtual, is intended to be a safe and secure environment for learning.
- Pay careful attention to your instructors' rules and guidance regarding the sharing of class learning materials, permitted forms of collaboration, and other behaviors related to remote learning.
- Participants are responsible for maintaining the privacy of their class and its participants.
- The intentional sharing of learning materials or private information with external groups or individuals, without the written permission of the lecturer or instructor is not permitted and may lead to termination of participation in the course.
- The deliberate sharing of private information, private images, communications, learning materials or other depictions of other participants or your instructors for

the purpose of inviting external commentary, ridicule, or embarrassment, is not permitted and may lead to termination of participation in the course.

- Ultimately, our classrooms are communities built on trust and our learning and teaching relies upon a shared sense of respect, integrity, and common purpose.

### **C. Appropriate Use of Information Communication Technology Policy:**

Institute information technology resources exist to support the educational mission at the Philadelphia School of Psychoanalysis. Participants using the Institute's technology and technology-related resources must act ethically. Students are expected to take special care to protect the privacy of this community from unintentional harms as well as external interference. Moreover, as a general rule, Institute faculty (or, under certain circumstances, the Institute itself) retain intellectual property rights in any learning materials (e.g., videos, exams, problem sets, case studies, etc.) shared with or made available to the students. Accordingly, PSP students should not distribute any such learning materials outside the program, whether such distribution occurs online, electronically, or otherwise, without first obtaining the instructor's written permission.

The instructors, Education & Training Coordinator, and Executive Director may intervene and assist if student behavior is problematic. Usually, one-on-one or small-group conversations are effective in resolving problems. Staff are instructed to inform one of our leadership team members of inappropriate participant behavior.