

NYPSI, Course 101: Writing Descriptions of Psychoanalytic Process- I

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**First Year Candidates
January 26 – March 9, 2026**

LOGISTICS

- *Before* each class meeting in which you are scheduled to present (*at latest*, by 10 pm the night before), **please send to me (jstuartphd@gmail.com) and to all your classmates -- as e-mail attachment – a password-protected MS-Word file** containing the sample that you intend to read in class. We (instructors) will read through presenters' drafts in advance of class, to help us anticipate what's ahead.
- **Important: please use password **Writing101** to protect drafts before sharing.** If you're unsure how to password-protect a document, please either ask a colleague for guidance or – better yet – use the “help” function in your version of MS-Word. (Click on “Help,” generally at top right of the menu bar; then type in “password.” From there, follow a few clear, simple instructions, geared to your particular version of Word.)
- **Whether or not you are scheduled to present in a given class, please be sure you have access, during class, to scheduled presenters' drafts.** You may read along on your laptop or on printed, hard copy (both better than phone, unless you're a true phone wiz; we want you to be able to dig into the text and take notes!). You needn't read classmates' drafts *before* class; that's my responsibility, as instructor. Just be sure you're prepared to read along *during* class.
- **We'll rely heavily on MS-Word “track changes.”** If you've never before used this feature of Word, the Help function will be a good place to start, and it will orient you to the look and layout of your particular version of Word (location and appearance of key icons will change, annoyingly, from one version of Word to another). “Track changes” is a rich, dynamic writing and editing tool, and it's worth the investment of time to watch a YouTube instructional video if you need one. These two look good:
https://www.youtube.com/watch?v=5_knruAysnA (about 15 minutes running time)
https://www.youtube.com/watch?v=O5OrMmCc3_4 (about 5 minutes running time)
- After each class meeting, **I (instructor) will use “track changes” to comment on your drafts and send them back to you.** You'll then be able to revise and extend your work, with benefit of both group discussion and our comments.
- In subsequent classes you'll be asked to present your revised, extended work. You'll hear another round of reaction from the group, and can then revise again. We expect that each of you should be able to present a few times.