Instructor:  
Office Hours:  
Office:  
Phone:  
Course site:  
Email:  


PREREQUISITES: You must have completed Psychology 103. Concurrent registration in Psychology 195 and Psychology 103 is allowed in exceptional cases but this does put the student at a disadvantage in the class. This course is meant as a senior – or culminating experience – for your psychology education.

COURSE DESCRIPTION: An internship is an opportunity for you to work for an agency or company whose activities are directly related to psychology. This will allow you to design your own curriculum—to decide what you intend to learn, how you intend to learn it, and how your learning will be evaluated. Your tasks are to demonstrate (1) your learning over the course of your internship and (2) your application of material you learned previously to your internship experience. Your grade will be based on the degree to which you accomplish these two tasks.

COURSE OBJECTIVES:  
• Explore and apply the principles and theories of psychology and the liberal arts;  
• Explore and apply connections among the components of your education;  
• Develop, explore and apply skills, abilities, and knowledge used by professionals in psychology;  
• Recognize and core values in decision making and the influence of these on service;  
• Articulate and the concept of vocation and Lasallian Service and evaluate your commitments and conclusions;  
• Gain experience expressing your goals and education orally and in writing;  
• Develop a set of work that summarizes your education and how your experiences have shaped your understanding and your life goals.

WORKSITE INFORMATION: You must work at least 80 hours at the internship site. Schedule your first appointment to work immediately so that you will be able to accumulate the required hours by the end of the semester. These hours must be confirmed by use of a time sheet (provided by me) or some other means. Failure to complete the 80 hours will result in failure of the course. By Friday of this week you MUST provide me with the contact information for your site supervisor (see signature handout). For each class day this is late your final grade in this class will be reduced by 1%.

The required assignments in this course will necessitate your applying information from at least 3 psychology courses to the internship and to your career goals (as you currently know them). If you are unable to do so, you will not receive a passing grade on these assignments and should therefore choose a different internship.
If you are in doubt about what to do or how to do it, ask your site supervisor directly and promptly for clarification. If any concerns arise regarding the quality of your work experience or the supervision you receive, contact me directly and promptly.

**STUDENT RESPONSIBILITIES AS INTERNS:** REMEMBER that you are representing St. Mary’s College and the psychology department at your internship site. Lack of professionalism does not simply reflect poorly upon you, but also the department and the College.

At a minimum:

- Schedule appointments to work as far in advance of the actual work date as possible;
- Arrive on time and be prepared to work;
- Schedule the time and date of your next work activity before you leave;
- Give as much warning as possible (a minimum of 24 hours is necessary) if a work appointment must be canceled. Contact the site supervisor directly to arrange an alternative date and time for your work. It does not reflect well on you or on SMC if you frequently cancel;
- Follow the ethical guidelines for psychology. In particular, issues of confidentiality and anonymity are to be adhered to at all times (this includes your journal entries, conversations with friends, etc.);
- At the termination of your internship, thank your supervisor in person and preferably in writing.

Failure to engage in these professional behaviors jeopardizes our reputation in the community. Internship sites are pleased to accept SMC students because of their professionalism. If your behavior is not consistent with this reputation it will adversely and severely affect your grade in this class.

**CLASS MEETINGS/PARTICIPATION:** The class meetings are designed to facilitate discussion of your internship experiences and to help you relate what you are learning to the field of psychology. The discussion topic for a given class meeting is listed on the course outline and elaborated upon in the class meeting prior to the discussion. Your participation in these discussions will be graded. If you are absent from class you will not receive points for these discussions. If you are present for the full time and actively participate, you will receive full points. 10% OF YOUR FINAL GRADE

**LEARNING AGREEMENT:** You must complete the Learning Agreement Plan in conjunction with me and your site supervisor. In many ways, this Learning Agreement will serve as your syllabus for the course—your internship objectives and how these objectives will be evaluated. 15% OF YOUR FINAL GRADE

**INTRODUCTORY STATEMENT:** In this paper, you will describe summarize your past learning, describe the internship, and discuss why you selected it. See separate handout for description. 12% OF YOUR FINAL GRADE

**ORGANIZATIONAL ANALYSIS PAPER:** You will complete an analysis or your worksite. It will include an organizational chart, reporting relationships, client and mission information. You will also write a paper describing your internship and explaining its significance to the structure and work of the internship site. See separate handout for description. 8% OF YOUR FINAL GRADE
**JOURNALS:** The journals will serve as your written record of what you have done and learned at your internship. Journals will be based on The Four Cs of Reflection (Pigza, 2009), and the ABC123 Model for Reflection (Welch & James, 2007). See separate handout for description. 18% OF YOUR FINAL GRADE

**INTERNSHIP EVALUATION PAPER:** This paper is designed to help you to critically evaluate your internship by comparing what you thought was going to occur and what is actually happening. See separate handout for description. 10% OF YOUR FINAL GRADE

**WORKSITE PROJECT/PAPER:** You will complete a project at your internship site. You will also write a paper describing the project and explaining its significance to you and to the internship site. See separate handout for description. 12% OF YOUR FINAL GRADE

**RESUME:** Construct a resume as if you are applying for a job in your chosen field. Be sure to include any points from your current internship. You must show your resume to someone in the Center for Service Work and Learning and get their signature on it before you hand it in to me. 3% OF YOUR FINAL GRADE

**SUMMARY PAPER:** In this paper, you will summarize your education and sense of vocation. See separate handout for description. 15% OF YOUR FINAL GRADE

**SITE VISIT:** Around week 7, you will need to arrange a meeting for you, me and your site supervisor at your internship site. Before the site visit you will meet with me to discuss the nature and content of the visit. The purpose of this meeting will be to clarify expectations and to discuss the progress of the internship. You should also have an individual meeting with me to discuss your progress at your internship. Failure to arrange this site visit or meet with me will result in a 0.0 grade in this class.

**ACADEMIC HONESTY:** Current SMC statement would go here.

**ACADEMIC ACCOMMODATIONS:** Current SMC statement would go here.
**Grading:** Your final grade will be based on:

- Learning Agreement 15% ............ 75 points
- Introductory Statement 12% ............ 60
- Journals 18% ............ 90
- Internship Evaluation Paper 10% ............ 50
- Worksite Project/paper 12% ............ 60
- Resume/Vita 03% ............ 15
- Summary Paper 12% ............ 60
- Organizational Analysis 08% ............ 40
- Participation 10% ............ 50

**Grading:** There are 500 points possible in this class. Final grades will be awarded according to the following scale:

- A  = 91% of total (455 - 500 points)
- B+ = 88% of total (440 - 454 points)
- B  = 85% of total (425 - 439 points)
- B- = 81% of total (405 - 424 points)
- C+ = 78% of total (390 - 404 points)
- C  = 75% of total (375 - 389 points)
- C- = 71% of total (355 - 374 points)
- D+ = 68% of total (340 - 354 points)
- D  = 65% of total (325 - 339 points)
- D- = 61% of total (305 - 324 points)
- F  = below 61% (below 305 points)
## COURSE OUTLINE

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<tr>
<th>Week 1 (date)</th>
<th>Course Introduction and Learning Agreement Instruction</th>
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<tr>
<td>Week 2 (date)</td>
<td>Learning Agreement Draft Due&lt;br&gt;Class discussion: “May I help you with your learning agreement?”</td>
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<tr>
<td>Week 3 (date)</td>
<td>Learning Agreement Due&lt;br&gt;Class discussion: “Learning the ropes”</td>
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<tr>
<td>Week 4 (date)</td>
<td>Introductory Statement Due&lt;br&gt;Class discussion: “Look how cool my internship site is!”</td>
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<td>Week 5 (date)</td>
<td>Organizational Analysis Due</td>
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<td>Week 6 (date)</td>
<td>Making the Most of Opportunities</td>
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<td>Week 7 (date)</td>
<td>Site Visit Due&lt;br&gt;Journals 1-5 due&lt;br&gt;Class discussion: “What do you think of my worksite project?”</td>
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<td>Week 8 (date)</td>
<td>Class discussion: Getting feedback from a supervisor</td>
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<tr>
<td>Week 9 (date)</td>
<td>Internship Evaluation Paper due&lt;br&gt;Class discussion: “Here’s how my internship is going!”</td>
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<td>Week 10 (date)</td>
<td>Class discussion: Have my goals changed?</td>
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<td>Week 11 (date)</td>
<td>Self Evaluation/Department Evaluation and Resume Draft Due&lt;br&gt;Journals 6-10 due&lt;br&gt;Class discussion: “What’s hot and what’s not!”</td>
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<td>Week 12 (date)</td>
<td>Class Discussion: Surviving and Thriving in the Formal Feedback Meeting</td>
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<td>Week 13 (date)</td>
<td>Class Discussion: Final Touches on Worksite Projects and Resume Preparation</td>
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<td>Week 14 (date)</td>
<td>Worksite Project Due&lt;br&gt;Journals 11-14 Due&lt;br&gt;Class discussion: “Look how cool my worksite project is!”</td>
</tr>
<tr>
<td>Week 15 (date)</td>
<td>Summary Paper and Resume due and Celebration!&lt;br&gt;Class discussion: “Let me tell you why this class rocked!”</td>
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Provide ALL of the following information about your internship site.

**Name of Organization:** __________________________________________________________

**Street Address:** ___________________________________________________________________

**City and Zip Code:** ________________________________________________________________

**Full name of your Internship Supervisor:** ___________________________________________

**Internship Supervisor’s Contact Information:** _______________________________________

List the titles of 3 psychology courses you have taken and briefly describe how each is specifically related to your internship.

Briefly list your career goals as you currently understand them and briefly describe how your internship fits with your career goals:

List any special provisions that will be needed for you to complete this course:

Your telephone number(s): e-mail address: