

Texas A&M University Central Texas
PSYC 4384 110 80790
Psychology Undergraduate Internship
Fall 2018

Instructor and Contact Information.

Instructor: Elizabeth Brown, MS, MBA

Office hours: as needed

Office: 308WH

Mode of instruction and course access.

This is an internship course, most instruction will be completed at the approved external site. University supervision will be conducted face to face and supplemented with resources online through Canvas. Students are required to make arrangements with the Professor to meet at least monthly and arrange a site visit. This course utilizes field placement research experience, didactic teaching, group discussions, group supervision, and research articles. Students are evaluated through site supervisor's evaluations of students and written summaries of research articles and completion of a weekly journal portfolio.

Student-instructor interaction.

Email (lapierre@tamuct.edu) is the preferred communication method. Students can expect a 48 business hour response window under normal circumstances. Students are free to book office appointments through the instructor or the department.

Participation.

Your active participation in internship sessions is necessary for you to meet the course objectives. Active participation requires prior preparation on your part (e.g., reading assigned materials, completing required training). If you must miss an internship session, you will need to make up that missed internship time. Missing more than one scheduled internship session without prior communication and approval may result in failure of the course.

Course Overview and description.

The purpose of this course is to help students apply psychological concepts and research-related skills in a field placement. Students must have a minimum institutional cumulative 2.5 GPA or approval of the Department Chair. Students are required to complete a minimum of 150 clock hours per semester. Weekly supervision is provided by the on-site supervisor.

Student Learning Outcomes.

1. Students will use psychological concepts in an external site or lab setting
2. Students will apply ethical standards in professional activities
3. Students will demonstrate understanding of Institutional Review Board rules and regulations
4. Students will show competency in professional behavior

Required Reading and Textbooks.

APA Ethical Principles of Psychologists and Code of Conduct

<http://www.apa.org/ethics/code/>

Additional readings will be assigned by the University faculty supervisor dependent on internship setting and by on-site supervisors.

Required Training. 10 points when completed, but required for course grade

CITI training

<https://about.citiprogram.org/en/homepage/>

Course Requirements.

Course Requirements: Internship requirements

Students must complete supervised internship experiences that total a minimum of 150 clock hours over a minimum 10-week academic term. Each student's internship includes all of the following:

1. A combination of direct and indirect service that contributes to the development of skills.
2. Regularly scheduled individual and/or triadic supervision throughout the internship by a site supervisor who is working in consultation with a University faculty member in accordance with the supervision contract.
3. An average 2 hours per month of supervision that is provided on a regular schedule throughout the internship by a University faculty member.
4. Completion of all required training and assignments given by the site supervisor.
5. Evaluation of the student's performance throughout the internship, including a mid-semester review and documentation of a formal evaluation after the student completes the internship.

I. Supervision

Students will schedule a minimum of 2 hours/month of individual or group supervision provided by the University faculty supervisor. They will also receive individual/triadic supervision throughout the internship by the onsite supervisor.

II. Ethical and Professional Conduct

Internship students must behave in accordance with the ethical standards of the field, the code of student conduct at TAMUCT, and other standards of accepted professional conduct including attire appropriate to professional work. Special attention is called to standards of confidentiality.

III. Insurance

All students must provide proof of professional liability insurance coverage if required by the internship site.

IV. Search, Resume, Interview preparation

Students are directed to Career Services at TAMUCT for assistance with a finding an internship

site, resume review, and mock interviews.

V. Weekly Journal 20 points

The purpose of the journal is for students to write a weekly report of their internship activities. In these weekly reports students will highlight the major activities and accomplishments of the week and provide a self-appraisal of their progress. Each journal entry should be about 1/2 to one page in length. Journal entries are due at meetings with the University faculty supervisor. (Student Learning Objective 2 measured)

VI. Hour Log

The purpose of the log is to provide a record of all time spent in internship activities. The log serves as evidence that the student has met the content and time requirements of the internship. The log is to be signed by the Field Site Supervisor, the University faculty supervisor, and student. Logs will be submitted for review at midterm.

VII. Application of Skills Presentation 20 points

Each student will make a brief presentation on the psychological concepts and research-based skills they applied at their internship site during the semester. In addition to an oral presentation (with visual aids), each student will also need to prepare and distribute a handout with background research on the psychological topics and explanation of the research-based techniques utilized. (Student Learning Objective 1 measured)

X. Evaluations (50 points)

At the midpoint and end of the semester each student will receive required evaluations from their University supervisors and from their external site supervisor. (Student Learning Objective 4 measured)

Grading Criteria

Weekly Journal: 20 pts.

Application of Skills Presentation 20 pts.

Faculty Evaluations 40 pts.

Site Supervisor 10 pts.

CITI training completed 10 pts.

90 – 100 pts. A

80 – 89 pts. B

70 – 79 pts. C

60 – 69 pts. D

0 – 59 pts. F

Success in the internship consists of more than grades. Work habits and attitudes play a major role in the success of any student. Any of the following actions are considered just cause for immediate dismissal from the site and failure of the course.

1. Dishonesty (cheating, plagiarism, etc.)
2. Unauthorized disclosure of confidential information
3. Negligence or misconduct

4. Mistreatment of clients, fellow students, research participants, or faculty
5. Abusing a client, fellow student, faculty member, or staff member
6. Violations of the rules, regulations, and principles in the APA Code of Ethics or Texas A&M University - Central Texas Code of Student Conduct.
7. Willful submission of false information or alteration of any official records, counseling reports, papers, or examinations.
8. Willful conduct that may cause injury to self or others.
9. Sexual harassment and/or violence in the workplace as defined by Texas A&M University - Central Texas University and site location.
10. Failure to submit the hour log as scheduled.

Posting of Grades

All class grades will be posted in Canvas, normally within 2 weeks of submission.

COURSE OUTLINE AND CALENDAR

Week	Topic/Activity	Assignments
1	Overview of Class; Supervision Contracts; Supervision Liability Insurance; Hour Requirements;	Due: Signed supervision contracts
2	Professional Psychological Associations; Counselor/Client Agreements; Supervision	Discussion of external sites Site informed consent/Client agreement
3	Ethics Supervision	APA Code of Ethics
4	Review of psychological theories; Supervision	Journal Entry #1-Wks 1-4
5	Assessment; Supervision	
6	Case /Research Conceptualization Supervision	
7	Suicide/Crisis Intervention; Supervision	
8	Mid Term Evaluation	Due: Summary hour log for 1 st half of semester. Midterm reviews
9	Diversity; Multicultural Competencies; Supervision	Journal Entry #2-Wks 5-8 (Portfolio Item #4)
10	Review of readings Supervision	
11	Consultation; Supervision	

12	Results of Ongoing Program Evaluation and Assessment; Licensure and Certification for Psychologists; Supervision	Journal Entry #3-Wks 10-13 (Portfolio Item #4)
13	Application of Skills Presentation ; Supervision	Due: Application of Skills Presentation
14	Application of Skills Presentation ; Supervision	Due: Application of Skills Presentation
15	End of course planning; Supervision	
16	End of course planning; Supervision	Journal Entry #4-Wks 14-16 Due: Final Time Log signed by Student & Site Supervisor Due: Site Supervisor's Evaluation of Student Due: Student's Evaluation of Site Supervisor Due: Student's Evaluation of Internship Site

Important University Dates:

August 27, 2018	Classes Begin for Fall Semester
August 29, 2018	Deadline for Add, Drop, and Late Registration for 16 Week Classes
September 3, 2018	Labor Day
September 12, 2018	Deadline to drop 16-Week Classes with No Record
October 5, 2018	Deadline for Graduation Application for Ceremony Participation
November 1, 2018	Deadline for GRE/GMAT Scores to Office of Graduate Studies
November 9, 2018	Deadline to Drop 16-Week Classes with a Quit (Q) or Withdraw (W)
November 12, 2018	Veterans Day (Observed) - No Class
November 16, 2018	Deadline for Final Committee-Edited Theses with Committee Approval
November 22, 2018	Thanksgiving
November 23, 2018	Thanksgiving
December 14, 2018	Commencement Ceremony Bell County Expo Center 7:00 p.m.
December 14, 2018	Deadline for Applications for \$1,000 Tuition Rebate for Fall Graduation
December 14, 2018	Deadline for Fall Degree Conferral Applications to the Registrar's Office.
December 14, 2018	Deadline to Withdraw from University for 16 week Classes
December 14, 2018	Fall Semester Ends

Technology Requirements

This course will use the A&M-Central Texas Instructure Canvas learning management system. Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com>].

Username: Your MyCT username (xx123 or everything before the "@" in your MyCT e-mail address) Password: Your MyCT password

Canvas Support

Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select “Chat with Canvas Support,” submit a support request through “Report a Problem,” or call the Canvas support line: 1-844-757-0953.

For issues related to course content and requirements, contact your instructor.

Other Technology Support

For log-in problems, students should contact Help Desk Central.

24 hours a day, 7 days a week:

Email: helpdesk@tamu.edu

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): [http://hdc.tamu.edu]

Please let the support technician know you are an A&M-Central Texas student.

911 Cellular:

Emergency Warning System for Texas A&M University – Central Texas

911Cellular is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in 911 Cellular through their myCT email account.

Connect at [911Cellular](https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management) [https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management] to change where you receive your alerts or to opt out. By staying enrolled in 911Cellular, university officials can quickly pass on safety-related information, regardless of your location.

UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

Drop Policy.

If you discover that you need to drop this class, you must complete a [Drop Request Form](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf) [https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf].

Professors cannot drop students; this is always the responsibility of the student. The Registrar’s Office will provide a deadline on the University Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar’s Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar’s Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

Academic Integrity.

Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from

this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance and includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student's work, collusion, and the abuse of resource materials. All academic misconduct concerns will be reported to the university's Office of Student Conduct. Ignorance of the university's standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

Academic Accommodations.

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier-free education. The Office of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the university's programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Office of Access and Inclusion at (254) 501-5831. Any information you provide is private and confidential and will be treated as such. Note: To ensure that appropriate accommodations can be provided, students in this class who have registered with the Office of Access and Inclusion (OAI) and are in need of accommodations should present faculty with documentation of their need (i.e., the letter from the OAI) at least one week prior to the date an exam or assignment is due.

For more information please visit our Access & Inclusion web page [<https://www.tamuct.edu/student-affairs/access-inclusion.html>].

Important information for Pregnant and/or Parenting Students.

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit the Student Affairs web page [<https://www.tamuct.edu/student-affairs/index.html>]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these requirements and guidelines online, please visit the website [<http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf>].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Associate Dean in the Division of Student Affairs at (254) 501-5909 to seek out assistance. Students may also contact the University's Title IX Coordinator.

Tutoring.

Tutoring is available to all A&M-Central Texas students, both on-campus and online. Subjects tutored on campus include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, or have any other question, contact Academic Support Programs at (254) 519-5796, or by emailing Dr. DeEadra Albert-Green at deeadra.albertgreen@tamuct.edu.

Chat live with a tutor 24/7 for almost any subject from on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log in and receive FREE online tutoring and writing support. This tool provides tutoring in over 40 subject areas. Access Tutor.com through Canvas.

University Writing Center.

Located in Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University–Central Texas (TAMUCT) is a free workspace open to all TAMUCT students from 10:00 a.m.-5:00 p.m. Monday thru Thursday with satellite hours in the University Library Monday thru Thursday from 6:00-9:00 p.m. This semester, the UWC is also offering online only hours from 12:00-3:00 p.m. on Saturdays.

Students may arrange a one-on-one session with a trained and experienced writing tutor by visiting the UWC during normal operating hours (both half-hour and hour sessions are available) or by making an appointment via [WOnline](https://tamuct.mywconline.com/) at [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu for any assistance needed with scheduling.

Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the UWC is here to help!

If you have any questions about the UWC, please do not hesitate to contact Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu.

University Library.

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 85,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources.

On campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available 24 hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [Library website](http://tamuct.libguides.com/index) [http://tamuct.libguides.com/index].

While this syllabus represents the direction and scope of this course, it is subject to change.