

PSYC 4384 110 Undergraduate Internship
Texas A&M University – Central Texas
Fall 2022: August 22, 2022-December 9, 2022

Course Dates, Modality, and Location

This is a 100% online course and uses the A&M – Central Texas Canvas Learning Management System. The course web page is: [\[https://tamuct.instructure.com/\]](https://tamuct.instructure.com/).

This is a 16-week course during fall 2022, August 22-December 9, 2022.

Instructor: Bryan Hutchison, MS, LPC

Class Meetings: Individual Meetings Scheduled

Email: bryan.hutchison@tamuct.edu

(Please use my email for the quickest response instead of the Canvas messaging system)

Phone: 512-309-0987

Office hours: M/Th 10-3, or by appointment M-F

Bookings link for an appointment during office hours:

<https://outlook.office365.com/owa/calendar/BryanHutchison@tamuct.onmicrosoft.com/bookings/>

Please email me if you need to meet outside of my office hours or any other arranged/scheduled meeting time. I will set up a meeting in Teams and send you the invite.

Course Overview

PSYC 4384. Psychology Undergraduate Internship. 3 Credit Hours.

Explore supervised professional activities in psychology. Major emphasis is placed on the student's involvement in successful practices in the area of interest. Students must have the approval of the Department Chair to enroll in this course.

Student Learning Outcomes

1. Demonstrate fundamental knowledge and comprehension of the major concepts, theoretical perspectives, historical trends, and empirical findings to discuss how psychological principles apply to behavioral problems.
2. Use scientific reasoning predicated on a foundation of informational literacy to interpret psychological phenomena.
3. Demonstrate specific skills, competencies, and points of view needed by professionals in the field (e.g., group work).

Mode of Instruction & Course Access

This course has a classroom blended course instructional method; your interactions with the instructor will occur online via synchronous web-based meetings. The context for other course experiences will vary depending on the specific focus of your internship. Individuals can choose to participate in a field-based experience where they engage in activities related to the profession of psychology (e.g., volunteering at a mental health clinic), work under the supervision of a departmental faculty member on empirical research in the field of psychology, or a combination of these two activities. The instructor will determine if a student's proposed internship activities meet course requirements. Regardless of which option you select, all students will meet at least bi-weekly with the instructor via Teams.

Online interactions for the course will rely on TAMUCT's learning management system (Canvas <<https://tamuct.instructure.com>>). See the *Technological Requirements* section of the syllabus for more information on accessing/using Canvas.

Student-instructor Interactions

The best way to ask me a question or make a comment outside of the "classroom" is via my university email bryan.hutchison@tamuct.edu or to message me via Teams. I will check this email account daily M-F. I typically respond within 24 hours; however, kindly allow 48 business hours when awaiting a reply. Check Canvas notifications often. We will set up a schedule at the beginning of the semester for weekly or bi-weekly check-ins.

Required Reading

Individualized readings available from the University Library will be assigned as needed.

What you will be graded on:

- I. Professionalism: (10 pts total): This course requires students to engage in professional activities in psychology, so it makes sense that you would be evaluated on your professionalism. This evaluation will be based on a combination of your active participation in regularly scheduled meetings with the course instructor (50%) and feedback that is provided by either the site supervisor where you are participating in fieldwork or the faculty with whom you are working on research (50%).

SLOS assessed: 1 & 2

- II. Weekly Internship Journal: (5 pts each * 16 = 80 pts total): Each week you will complete a brief journaling assignment related to your internship activities for the week. Each entry should include:
 - a. A listing of what internship activities you completed, and the amount of time spent in each activity for the week.
 - b. A comment on how your experiences during the week aligned with or conflicted with major concepts, theoretical perspectives, historical trends, or empirical findings in psychology.
 - c. A brief reflection on what went well for the week in your internship activities.
 - d. A brief reflection on what challenges you faced for the week in internship activities.

SLOS assessed: 1, 2, & 3

- III. Initial Internship Reflection (10 pts total): At the beginning of the semester, you will write a brief essay on what you expect to experience and learn from your internship activities. Prompts for this essay will be provided in Canvas for the different types of internship activities. Grades will be based on depth of thought and quality of writing.

SLOs assessed: 1

- IV. Midterm Internship Reflection (20 pts total): Just before spring break you will write another essay reflecting on what you have learned/experienced up to this point in the semester. Prompts for this essay will be provided in Canvas for the different types of internship activities. Grades will be based on depth of thought and quality of writing.

SLOs assessed: 1 & 2

- V. Final Internship Reflection: (30 pts total): At the end of the semester, you will write one more reflection essay. In this final essay you should reflect on what you learned/experienced and make explicit connections to major concepts, theoretical perspectives, historical trends, or empirical findings in psychology. Prompts for this essay will be provided in Canvas for the different types of internship activities. Grades will be based on depth of thought and quality of writing.

SLOs assessed: 1, 2, & 3

Grading

Professionalism	10
Weekly Journals (5x16)	80
Initial Reflection Essay	10
Midterm Reflection Essay	20
Final Reflection Essay	30

TOTAL 150

Course grades will be based on the percentage of total points earned by each student and will be assigned as follows:

A	90-100 %	B	80-89 %	C	70-79 %	D	60-69 %	F	(<60 %)
	Mastery of Content		Above average understanding of content		Average Understanding of Content		Below average understanding of Content		Failure to understand content

*****Please Allow one week for assignments to be graded and grades to be posted in Canvas. *****

Late Work

Assignments will have due dates posted in Canvas (typically Sunday evenings 11:59pm). Late penalty is 10% per day that an assignment is submitted late. If significant (documented) life events (e.g., illness) interfere with your ability to meet a deadline, you and the instructor will discuss whether late submission will result in loss of points. The final decision will be made by the instructor. Please schedule to meet with me if you are experiencing challenges that interfere with your ability to be successful.

Some Thoughts About This Course

This course is an exciting opportunity for you to begin applying the skills/knowledge you have learned in your previous coursework. There is significant flexibility in the design of this course; consequently, it is less structured than many other courses. This gives you great freedom, but it also requires greater responsibility. You may need to invest more time, energy, and focus on your understanding; however, this can create significant meaning and appreciation in your work. If at any point you are feeling lost or are unsure about what you should be doing, do not hesitate to raise those questions in our regular meetings or via email. I am here to assist you in your success!

COURSE CALENDAR

WEEK	ACTIVITY	TURN IN BY SUNDAY 11:59PM
WEEK 1	Initial meeting (confirm approval of activities); Internship activities (8hours)	Journal-1 Due Aug 28
WEEK 2	Regular meeting; Internship activities (8hours)	Journal-2; INITIAL REFLECTION Due Sep 4
WEEK 3	Regular meeting; Internship activities (8hours)	Journal-3 Due Sep 11
WEEK 4	Regular meeting; Internship activities (8hours)	Journal-4 Due Sep 18
WEEK 5	Regular meeting; Internship activities (8hours)	Journal-5 Due Sep 25

WEEK 6	Regular meeting; Internship activities (8hours)	Journal-6 Due Oct 2
WEEK 7	Regular meeting; Internship activities (8hours)	Journal-7 Due Oct 9
WEEK 8	Regular meeting; Internship activities (8hours)	Journal-8; MIDTERM REFLECTION Due Oct 16
Week 9	Regular meeting; Internship activities (8 hours)	Journal-9 Due Oct 23
Week 10	Regular meeting; Internship activities (8 hours)	Journal-10 Due Oct 30
Week 11	Regular meeting; Internship activities (8 hours)	Journal-11 Due Nov 6
Week 12	Regular meeting; Internship activities (8 hours)	Journal-12 Due Nov 13
Week 13	Regular meeting; Internship activities (8 hours)	Journal-13 Due Nov 20
Week 14	Regular meeting; Internship activities (8 hours)	Journal-14 Due Nov 27
Week 15	Regular meeting; Internship activities (8 hours)	Journal-15 Due Dec 4
Week 16	Regular meeting; Internship activities (8 hours)	Journal-16 FINAL REFLECTION (DUE FRIDAY) Due DEC 9

#Professor reserves the right to amend the syllabus at any time#

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

SAFEZONE. SafeZone provides a public safety application that gives you the ability to call for help with the push of a button. It also provides Texas A&M University-Central Texas the ability to communicate emergency information quickly via push notifications, email, and text messages. All students automatically receive email and text messages via their myCT accounts.

Downloading SafeZone allows access to push notifications and enables you to connect directly for help through the app.

You can download SafeZone from the app store and use your myCT credentials to log in. If you would like more information, you can visit the [SafeZone](http://www.safezoneapp.com) website [www.safezoneapp.com].

To register SafeZone on your phone, please follow these 3 easy steps:

1. Download the SafeZone App from your phone store using the link below:
 - [iPhone/iPad: \[https://apps.apple.com/app/safezone/id533054756\]](https://apps.apple.com/app/safezone/id533054756)
 - [Android Phone / Tablet \[https://play.google.com/store/apps/details?id=com.criticalarc.safezoneapp\]](https://play.google.com/store/apps/details?id=com.criticalarc.safezoneapp)
2. Launch the app and enter your myCT email address (e.g. {name}@tamuct.edu)
3. Complete your profile and accept the terms of service

For updates on COVID information, please monitor the University [website \[https://www.tamuct.edu/covid19/\]](https://www.tamuct.edu/covid19/)

TECHNOLOGY REQUIREMENTS AND SUPPORT

Technology Requirements

This course will use the A&M-Central Texas Instructure Canvas learning management system. **We strongly recommend the latest versions of Chrome or Firefox browsers. Canvas no longer supports any version of Internet Explorer.**

Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com/>] or access Canvas through the TAMUCT Online link in myCT [<https://tamuct.onecampus.com/>]. You will log in through our Microsoft portal.

Username: Your MyCT email 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.

Online Proctored Testing

A&M-Central Texas uses Proctorio for online identity verification and proctored testing. This service is provided at no direct cost to students. If the course requires identity verification or proctored testing, the technology requirements are: Any computer meeting the minimum computing requirements, plus web camera, speaker, and microphone (or headset). Proctorio also requires the Chrome web browser with their custom plug in.

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.

UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

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 Warrior Center for Student Success, Equity 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, WH-212; or call (254) 501-5836. Any information you provide is private and confidential and will be treated as such.

For more information, please visit our [Access & Inclusion](#) Canvas page (log-in required) [<https://tamuct.instructure.com/courses/717>]

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. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. All academic misconduct concerns will be referred to the Office of Student Conduct. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

For more [information regarding the student conduct process](#), [<https://www.tamuct.edu/student-affairs/student-conduct.html>].

If you know of potential honor violations by other students, you may [submit a referral](#), [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0].

Drop Policy

If you discover that you need to drop this class, you must complete the [Drop Request](https://federation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpld=https://eis-prod.ec.tamuct.edu:443/samlSso&SpSessionAuthnAdapterId=tamuctDF&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2f53b8369e-0502-4f36-be43-f02a4202f612) Dynamic Form through Warrior Web. [<https://federation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpld=https://eis-prod.ec.tamuct.edu:443/samlSso&SpSessionAuthnAdapterId=tamuctDF&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2f53b8369e-0502-4f36-be43-f02a4202f612>].

Faculty cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the Academic Calendar for which the form must be completed. Once you submit the completed 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.

Important information for Pregnant and/or Parenting Students

Texas A&M University-Central Texas supports students who are pregnant, experiencing pregnancy-related conditions, 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 [Student Affairs](https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html) [<https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html>]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf) 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 virtually and in-person. Student success coaching is available online upon request.

If you have a question, are interested in becoming a tutor, or in need of success coaching contact the Warrior Center for Student Success, Equity and Inclusion at (254) 501-5836, visit the Warrior Center at 212 Warrior Hall, or by emailing WarriorCenter@tamuct.edu.

To schedule tutoring sessions and view tutor availability, please visit [Tutor Matching Services](https://tutormatchingservice.com/TAMUCT) [<https://tutormatchingservice.com/TAMUCT>] or visit the Tutoring Center in 111 Warrior Hall.

Chat live with a remote 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 online tutoring support at no additional cost. This tool provides tutoring in over 40 subject areas except writing support. Access Tutor.com through Canvas.

University Library & Archives

The University Library & Archives provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 400,000 eBooks and 82,000 journals, in addition to the 96,000 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 virtually through WebEx, Microsoft Teams or in-person at the library. [Schedule an appointment here](https://tamuct.libcal.com/appointments/?g=6956) [<https://tamuct.libcal.com/appointments/?g=6956>].

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>]

University Writing Center

University Writing Center: Located in Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University—

Central Texas (A&M–Central Texas) is a free service open to all A&M–Central Texas students. The hours of operation are from 10:00 a.m.-5:00 p.m. Monday thru Thursday in Warrior Hall 416 (with online tutoring available every hour as well) with satellite hours available online only Monday thru Thursday from 6:00-9:00 p.m. and Saturday 12:00-3:00 p.m. 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!

Students may arrange a one-to-one session with a trained and experienced writing tutor by making an appointment via [WOnline \[https://tamuct.mywconline.com/\]](https://tamuct.mywconline.com/). In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu if you have any questions about the UWC, need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor.

A Note about Sexual Violence at A&M-Central Texas

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student Wellness and Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don't agree with their behaviors and tell survivors we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the [Title IX webpage \[https://www.tamuct.edu/compliance/titleix.html\]](https://www.tamuct.edu/compliance/titleix.html).

Behavioral Intervention

Texas A&M University-Central Texas cares about the safety, health, and well-being of its students, faculty, staff, and community. If you are aware of individuals for whom you have a concern, please make a referral to the Behavioral Intervention Team. Referring your concern shows you care. You can complete the [referral online \[https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2\]](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2).

Anonymous referrals are accepted. Please see the [Behavioral Intervention Team \[https://www.tamuct.edu/bit\]](https://www.tamuct.edu/bit) website for more information. If a person's behavior poses an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5805.

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