

PSYC 4384-110, 80324 UG INTERNSHIP

Texas A&M University – Central Texas

Fall 2023: August 28th – December 15th, 2023

Instructor: Bryan Hutchison, MS, LPC

Class Meetings: Weekly Individual Meetings as scheduled with professor.

Email: bryan.hutchison@tamuct.edu

(Please use my **TAMUCT email** for the correspondence regarding the course or for meetings, etc.)

Phone: 737-366-1248

Office hours: Monday and Thursday, 10-3

Bookings link for an appointment during office hours:

<https://outlook.office365.com/owa/calendar/BryanHutchison1@tamuct.onmicrosoft.com/bookings/>

Please email me if you need to meet outside of my office hours. I can usually accommodate another time easily.

Mode of Instruction and Course Access

This course has a hybrid 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 upon 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 (i.e., 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 weekly with the instructor (day/time to be arranged during first week of class).

Online interactions for the course will rely on TAMUCT's learning management system Canvas:

The course web page is: <https://tamuct.instructure.com/> See the *Technological Requirements* section of the syllabus for more information on accessing/using Canvas.

Online interactions with the course instructor will occur via Microsoft Teams

This is a 16-week course during fall 2023, August 28th-December 15th.

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).

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 for important messages and updates.

Suggested Reading

(Sweitzer & King, 2004) *The successful internship: Transformation and empowerment in experiential learning* (Second Edition)

What you will be graded on:

Site Information and Goals: (50 pts) This course allows you to demonstrate how your fundamental knowledge of major concepts, theoretical perspectives, and empirical findings apply in a psychological setting. This form connects me (your instructor) with your site supervisor and assist me in facilitating your learning by asking questions, leading discussions, and empowering your learning and growth within a framework predicated upon your reported combined experience and knowledge. This form must be completed for each site that you plan to complete any internship hours.

SLOS assessed (1,2, &3)

Professionalism: (5 pts*16 = 80 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 student/instructor meetings (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 or other assigned activities (50%).

SLOS assessed: 1 & 2

Weekly Internship Journal: (5 pts each * 12 = 60 pts total): Each week you will complete a brief journaling assignment related to your internship activities for the week. **Each entry must include:**

- A listing of what internship activities you completed, and the amount of time spent in each activity for the week.
- 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.
- A brief reflection on what went well for the week in your internship activities.
- A brief reflection on what challenges you faced for the week in internship activities.

SLOS assessed: 1, 2, & 3

Initial Internship Reflection: (10 pts total) At the beginning of the semester, you will write a brief essay on what you expect to learn and experience from your internship activities. Your site information and goals form is a good resources for this paper. Grades will be based on depth of thought and quality of writing.

SLOs assessed: 1, 2, & 3

Midterm Internship Reflection: (20 pts total) At the midterm, you will write another essay describing what you have learned and experienced to this point in the semester. Grades will be based on depth of thought and quality of writing.

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SLOs assessed: 1, 2, & 3

Final Internship Reflection: (30 pts total): At the end of the semester, you will write a reflection essay. In this 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. Grades will be based on depth of thought and quality of writing.

SLOs assessed: 1, 2, & 3

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

Site Info. and Goals	50
Professionalism	80
Weekly Journals (5*12)	60
Initial Reflection	10
Midterm Reflection	20
Final Reflection	30
Total =	250

Late Work

All assignments will have due dates posted in Canvas (typically Sunday evenings by 11:59 pm **expect for the final week of class**). I typically do not accept late assignments, however, 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. Additionally, please schedule to meet with me, or bring to my attention during our regularly scheduled meetings, if you are experiencing challenges that interfere with your ability to be successful (i.e. work/school balance, family responsibilities, etc.) so we can be proactive together. I am here to help you succeed!

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 will 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. Again, I want to ensure you succeed!

Course Calendar (next page)

Course Calendar

	Date	Activity	Turn in by Sunday @ 11:59 PM
1	8/28-9/3	Initial Meeting with professor; Internship activities (8 hours)	Read Syllabus Site Goals and Information Form Initial Reflection
2	9/4-9/10	Meeting with professor; Internship activities (8 hours)	Journal 1
3	9/11-9/17	Meeting with professor; Internship activities (8hours)	Journal 2
4	9/18-9/24	Meeting with professor; Internship activities (8hours)	Journal 3
5	9/25-10/1	Meeting with professor; Internship activities (8hours)	Journal 4
6	10/2-10/8	Meeting with professor; Internship activities (8hours)	Journal 5
7	10/9-10/15	Meeting with professor; Internship activities (8hours)	Journal 6
8	10/16-10/22	Meeting with professor; Internship activities (8 hours)	Mid-term Reflection
9	10/23-10/29	Meeting with professor; Internship activities (8 hours)	Journal 7
10	10/30-11/5	Meeting with professor; Internship activities (8 hours)	Journal 8
11	11/6-11/12	Meeting with professor; Internship activities (8 hours)	Journal 9
12	11/13-11/19	Meeting with professor; Internship activities (8 hours)	Journal 10
13	11/20-11/26	Thanksgiving Holiday	Thanksgiving Holiday
14	11/27-12/3	Meeting with professor; Internship activities (8 hours)	Journal 11
15	12/4-12/10	Meeting with professor; Internship activities (8 hours)	Journal 12
16	12/11-12/15	Meeting with professor; Internship activities (8 hours)	Final Reflection Due By THURSDAY

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:
 - o [iPhone/iPad](https://apps.apple.com/app/safezone/id533054756): [https://apps.apple.com/app/safezone/id533054756]
 - o [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

This course will use the A&M-Central Texas Instructure Canvas learning management system. We strongly recommend the latest versions of Chrome, Firefox, Edge, or Safari browsers. Canvas will run on Windows, Mac, Linus, iOS, android, or any other device with a modern web browser. **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/] by clicking on the “TAMUCT Online Canvas” tile. You will then log in through our Microsoft portal.

Username: Your MyCT email address. Password: Your MyCT password

Canvas Support

Use the Canvas Help tab, located at the bottom of the left-hand menu, for issues with Canvas. You can search the support articles or use the Email, Call, or Chat buttons at the bottom of the support pop-up to contact the Canvas Help Desk.

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

Online Proctored Testing

Texas A&M University-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 requires use of the Chrome web browser with their custom plug in installed.

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

Warrior Center for Student Success

The Warrior Center for Student Success is a comprehensive academic support department at A&M-Central

Texas, dedicated to fostering an environment of excellence and empowerment among its student body. The center offers a wide range of programs and services to ensure every student reaches their full potential, and is a haven for students seeking guidance, resources, and a strong support network to excel in their educational journey.

ADA Access and Accommodations: Texas A&M University-Central Texas ensures that students with disabilities have equal access to educational opportunities by providing appropriate accommodations and support services. If you believe you have a physical, learning or socio-emotional disability requiring reasonable accommodations, please visit [Access and Inclusion](https://www.tamuct.edu/student-affairs/access-inclusion.html) [https://www.tamuct.edu/student-affairs/access-inclusion.html] for more details or contact the Office of Access and Inclusion, WH-212; (254) 501-5836. Any information you provide is private and confidential.

Success Coaching and Peer Mentoring: Our experienced Success Coaches work one-on-one with students to develop personalized action plans, set academic goals, and build effective study strategies, time management skills, and resilience. Our Peer Mentors provide a valuable support system, offering guidance, encouragement, and a relatable perspective to help students navigate their academic and personal challenges. For more details call 254-501-5836 or 254-501-5928 or visit [Academic Support](https://www.tamuct.edu/student-affairs/academic-support.html) [https://www.tamuct.edu/student-affairs/academic-support.html]. Click the link to schedule a session (virtual or in-person) with a success coach bit.ly/3q7uB50 or visit WH, 111.

Testing Services: We offer a secure and comfortable environment for students and members of the community to take courses and distance learning exams, as well as placement tests and professional certification exams. Our Testing Service also offers resources and support referrals for testing related challenges (test anxiety, learning disabilities, etc.) and supports all approved ADA accommodations. Call (254) 519-5830 or visit the [Testing Center](https://www.tamuct.edu/testing-center/) [https://www.tamuct.edu/testing-center/].

Tutoring and Supplemental Instruction Services: Our team of qualified Tutors and Supplemental Instructors assist students in various non-writing subjects, promoting academic comprehension and enhancing learning outcomes. Click the link to schedule a tutoring session with a TAMUCT tutor (virtual or in-person) or view tutor availability bit.ly/43Q6wNz. You may also chat live with a remote tutor 24/7 for a variety of subjects through our partnership with Tutor.com, an online tutoring platform that is free to all TAMUCT students. To learn more please visit [Tutoring Services](https://www.tamuct.edu/student-affairs/academic-support.html#tutoring) [https://www.tamuct.edu/student-affairs/academic-support.html#tutoring] or call (254) 501-5836 or visit the Tutoring Hub in Warrior Hall, 111.

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 Student Conduct Office. 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), [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/reporting.php?TAMUCentralTexas), [https://cm.maxient.com/reporting.php?TAMUCentralTexas].

Drop Policy

If you discover that you need to drop this class, you must complete the [Drop Request](#) Dynamic Form through Warrior Web.

[<https://federation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpid=https://eis-prod.ec.tamuct.edu:443/samlso&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 Records and Admissions Office will provide a deadline on the Academic Calendar for which the form must be completed. Once you submit the completed form to the Records and Admissions 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 Records and Admissions 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.

Pregnant and/or Parenting Students Rights and Accommodations

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 Associate Dean in the Division of Student Affairs, (254) 501-5909, can assist students who are pregnant, experiencing pregnancy-related conditions, and/or parenting by provide flexible and individualized reasonable accommodations. Students should seek out assistance as early in the pregnancy as possible through the [Pregnancy & Parenting webpage](#) [<https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html>]. For more information, please visit [Student Affairs](#) [<https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html>]. 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](#) specifically prohibits discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions [<https://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.html>].

Students experiencing any form of discrimination due to any of these conditions are encouraged to reach out to the Title IX Coordinator, 254.519.5716, titleix@tamuct.edu, Founders Hall 317B, or the Associate Dean of Student Affairs, 254.501.5909, Warrior Hall 105.

Title IX Rights and Reporting Responsibilities

Texas A&M University-Central Texas is committed to creating a safe and open learning environment for all students. If you or another student has experienced any form of gender discrimination or sexual misconduct, including sexual harassment, sexual assault, dating/domestic violence, and/or sex-based stalking, help and support are available. Our university strongly encourages all members of our campus community to report incidents and seek support for gender discrimination and sexual misconduct through the Title IX Office. You may contact the Title IX Office at 254.519.5716, titleix@tamuct.edu, Founders Hall 317B, or learn more by visiting the [Title IX webpage](#) [<https://www.tamuct.edu/compliance/titleix.html>].

Please be aware that that under [Title IX](#), [Texas Senate Bill 212](#), and [System Regulation 08.01.01](#), [<https://policies.tamus.edu/08-01-01.pdf>] all university employees are mandated reporters and are required to disclose information about suspected or alleged violations as listed above and defined in System Regulation 08.01.01. If the Title IX Office receives information about an incident, they will reach out to offer information about resources, rights, and procedural options as a member of the campus community. Although I have an obligation to report, you will, in most cases, control how your case will be handled. When working with the

Title IX Office you will have access to resources and accommodations but also have the opportunity to express if you wish to move forward with an investigation. Our goal is to make sure you are aware of the options available to you as a student. Community members are not required to respond to this outreach.

If you or another student wishes to speak to a confidential employee who does not have this reporting responsibility, you can contact the [Student Wellness & Counseling Center](https://www.tamuct.edu/student-affairs/student-counseling.html), [https://www.tamuct.edu/student-affairs/student-counseling.html], 254.501.5955, or swacc@tamuct.edu, located in Warrior Hall Room 207L or the Student Support Advocate, 254.501.5978 or ssa@tamuct.edu, located in founder Hall Room 317D.

University Library & Archives

The University Library & Archives provides many services in support of research across campus and at a distance. We offer over 350 electronic databases containing approximately 1,203,947 eBooks and 134,750 journals, in addition to the 96,879 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]. 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 workspaces, 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](#)

[https://tamuct.libguides.com/index]

University Writing Center

Located in Warrior Hall 416 and online, 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 face-to-face hours of operation are from 10:00 a.m.-5:00 p.m. Monday and Thursday in Warrior Hall 416. Online tutoring is available Monday thru Thursday from 10:00 a.m.-5:00 p.m. and from 6:00-9:00 p.m. and on Saturdays from 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.

OTHER POLICY STATEMENTS

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/reporting.php?TAMUCentralTexas].

Anonymous referrals are accepted. Please see the [Behavioral Intervention Team](https://www.tamuct.edu/bit) website for more information [https://www.tamuct.edu/bit]. 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.
