

PSYC 4384 110 Undergraduate Internship  
Texas A&M University – Central Texas  
Spring 2023: January 17-May 12, 2023

**Course Dates, Modality, and Location**

This is an online course with a classroom blended course instructional method, 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 spring 2023, January 17<sup>th</sup>-May 12<sup>th</sup>.

**Instructor:** Bryan Hutchison, MS, LPC

**Class Meetings:** Individual Meetings Scheduled as needed and 3 synchronous online class meetings.

**Email:** [bryan.hutchison@tamuct.edu](mailto:bryan.hutchison@tamuct.edu)

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

**Phone:** 512-309-0987

**Office hours:** Mon/Friday 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 will do my best to accommodate you and can meet by phone or in Teams.

**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. 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](mailto: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.

### **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 classroom 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

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. You have two options for journaling.

#### **Option 1**

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.

#### **Option 2**

"Double Entry"

These journals are divided into two columns.

- In column one, record events and/or experiences and what is happening at your internship and your reactions to it.
- In column two, record ideas and concepts from classes, readings, and/or research that pertain to what you have seen and experienced.

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 experience and learn from your 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. 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. Grades will be based on depth of thought and quality of writing.

VI. SLOs assessed: 1, 2, & 3

### Grading

Supervisor Info and Goals	50
Professionalism	50
Discussion Boards (8x10)	80
Weekly Journals (10x16)	160
Initial Reflection	10
Midterm Reflection	20
Final Reflection	30
Total =	300

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 %)
	<b>Mastery of Content</b>		<b>Above average understanding of content</b>		<b>Average Understanding of Content</b>		<b>Below average understanding of Content</b>		<b>Failure to understand content</b>

\*\*\*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 (i.e. work/school balance, family responsibilities, etc.) so we can be proactive together.

**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 Discussion Board 1
WEEK 2	Internship activities (8 hours)	Journal-2 Initial Reflection
WEEK 3	Internship activities (8 hours)	Journal-3 Discussion Board 2
WEEK 4	Internship activities (8 hours)	Journal-4
WEEK 5	Internship activities (8 hours) Synchronous Class Meeting Monday (Time TBA)	Journal-5 Discussion Board 3
WEEK 6	Internship activities (8 hours)	Journal-6
WEEK 7	Internship activities (8 hours)	Journal-7 Discussion Board 4
WEEK 8	Internship activities (8 hours)	Journal-8 Midterm Reflection

Week 9	Internship activities (8 hours)	Journal-9 Discussion Board 5
Week 10	Internship activities (8 hours) Synchronous Class Meeting Monday (Time TBA)	Journal-10
Week 11	Internship activities (8 hours)	Journal-11 Discussion Board 6
Week 12	Internship activities (8 hours)	Journal-12
Week 13	Internship activities (8 hours)	Journal-13 Discussion Board 7
Week 14	Internship activities (8 hours)	Journal-14
Week 15	Internship activities (8 hours) Synchronous Class Meeting Monday (Time TBA)	Journal-15 Discussion Board 8
Week 16	Internship activities (8 hours)	Journal-16 Final Reflection <b>DUE THURSDAY</b>

**#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](http://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](mailto:{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](mailto: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](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](#) Dynamic Form through Warrior Web.

[<https://federation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdId=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 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>]. 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 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](mailto: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 [WConline](https://tamuct.mywconline.com/) [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto: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](#) website for more information [\[https://www.tamuct.edu/bit\]](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.

### **Copyright Notice**

Students should assume that all course material is copyrighted by the respective author(s). Reproduction of course material is prohibited without consent by the author and/or course instructor. Violation of copyright is against the law and Texas A&M University-Central Texas' Code of Academic Honesty. All alleged violations will be reported to the Office of Student Conduct.