

University of North Texas at Dallas

Fall 2017

SYLLABUS

PSYC 4390 (001): Internship in Psychology; 3 Hrs			
Department of	Sociology & Psychology	School of	Liberal Arts & Sciences
Instructor Name:	Mario P. Casa de Calvo, Ph.D.		
Office Location:	DAL2 257		
Office Phone:	972.338.1321		
Email Address:	mario.casadecalvo@untdallas.edu		
Office Hours:	MW from 1-3; T from 3-7; by appointment		
Classroom Location:	Founders Hall 212		
Class Meeting Days & Times:	MW from 8:30-9:50		
Course Catalog Description:	Supervised professional research, and/or service work in the community. May be repeated one time for credit toward overall degree requirements.		
Prerequisites:	Consent of instructor. Psychology major.		
Course Goals or Overview: The goals of this course are as follows -			
	<p>This course will provide experiential, “hands on” learning in an applied context that is relevant to students’ career interests. Students will work with the internship instructor to locate an internship opportunity that exists in the community. The student is then responsible for serving the internship site for 100 hours over the course of the semester. This internship experience will: 1) give the students the opportunity to network with others in their field of interest, thereby creating the possibility of future job placements, letters of recommendation, etc., 2) give the students the experience necessary to determine whether or not their intended career choice is the best path for them, 3) allow students to see the applicability and usefulness of their psychology degree, and 4) be able to integrate their internship experiences with their coursework at UNT-D (via the journal).</p>		
Learning Outcomes: At the end of this course, learners will be able to:			
1	Students will gain experience within their field of interest.		
2	Students will gain the experience necessary to make an informed decision about their future career pursuits.		
3	Students will develop higher level critical thinking and writing skills.		
4	Students will develop stronger presentation skills.		
5	Students will reflect on and integrate their internship experiences with academic, professional, and personal goals (via journal).		
6	Students will gain the opportunity to network with others in their field of interest, thereby creating the possibility of future job placements, letters of recommendation, etc.		

Internships in Psychology

Internships through the Psychology major are intended to help UNT-Dallas students to achieve valuable training and work experiences, as well as to provide needed assistance to social service organizations and other agencies to help them achieve their goals.

The internship possibilities available to psychology students are vast. Because psychology is described as the “scientific study of thought, feeling, and behavior”, interns with a psychology background can successfully fill many roles and make great contributions to many agencies and to the people these agencies serve. For example, psychology interns may work closely with agencies treating people experiencing various types of psychological difficulties, developmental disabilities, and life trauma. Others may work with children from families in poverty, the homeless, and university students. Newer opportunities may connect interns with organizations that serve seniors, refugees, and prisoners and parolees, among others. In short, there are a number of internship possibilities for psychology students.

Students interested in particular internships may often pursue these opportunities after discussing them with the internship instructor (Dr. Casa de Calvo). Initially, Dr. Casa de Calvo and the student will discuss the student's interests. Next, the student will contact the relevant person at the agency or agencies that the student is interested in working with. Typically, the contact person at the agency will meet with the student to discuss internship possibilities. If the student and the contact person at the agency agree to an internship for the student, the student, internship instructor, and site supervisor (the person who will be supervising the intern at the relevant agency) will sign a form that establishes where the student will be completing the internship, including the number of internship hours (**i.e., 100**).

The hour requirements for internships are as follows: ***A student must complete 100 hours of work at an internship site for a three-credit internship. These hours are non-negotiable!*** The student and the site supervisor are responsible for developing a schedule that will help the student meet the hour requirement.

Internship grades are determined by several factors. First, each student will create both a LinkedIn profile and an electronic portfolio (via Optimal Resume) that will allow students to a) build a network of potential internship sites, b) build a resume that will help them secure an internship, and c) document the behavioral activities of their internships. Each student must keep a time log sheet that documents the hours they spend at their internship site. All students will be evaluated during the mid-point of the semester by their site supervisors. Additionally, near the end of the semester, the site supervisor will be asked to recommend a grade for the student who completed the internship, based on his or her observations of the student's performance. Students will submit their portfolios that document their experiences during the internship, and the material provided in the portfolio will also affect the grade that is ultimately assigned by the internship instructor. Portfolios of extraordinary quality may allow for final grades higher than those recommended by the site supervisor, and mediocre or low-quality portfolios may result in poorer grades than those suggested by the site supervisor.

The internship portfolio should document, week-by-week, the student's experiences at his or her internship site, and should also reflect on how these experiences relate to the field of psychology and the student's own academic experiences in the major. Weekly entries do not necessarily need to be tremendously long, but they should be sufficiently lengthy to communicate the duties performed by the student, and to comment on how these experiences have affected the student's understanding of human thought, feeling, and behavior. ***Completed portfolios and supervisor evaluation forms must be submitted to Dr. Casa de Calvo no later than the last day of class (12/7) each semester to receive credit. Otherwise a grade of F will be issued for the student.*** Finally, students will present the content of their internship portfolios to their fellow UNT-D interns enrolled in the internship course during our assigned final exam time (**Wednesday, 12/13 from 8-10am**). Presentations should be approximately 10-12 minutes in length.

Course Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

	Points
(1) Resume/CV	10
(2) Internship Agreement	10
(3) Cover Letter	10
(4) College Central Agreement	10
(5) Weekly Journal	50
(6) Time Log Sheet	50
(7) Mid-Semester Evaluation by Site Supervisor	52
(8) Mid-Term Self-Evaluation	10
(9) Development of LinkedIn Profile	50
(10) Final Internship Evaluation by Site Supervisor	52
(11) Final Self-Evaluation	10
(12) Quality of Student Portfolio	100
(13) Presentation of Internship Portfolio	<u>100</u>
Total Points Possible	514

Grade Determination:

- A = 463 - 514 pts; i.e. 90% or better
- B = 412 - 462 pts; i.e. 80 - 89 %
- C = 360 - 411 pts; i.e. 70 - 79 %
- D = 309 - 359 pts; i.e. 60 - 69 %

F = 308 pts or below; i.e. less than 60%

University Policies and Procedures

Students with Disabilities (ADA Compliance):

The University of North Texas at Dallas makes reasonable academic accommodation for students with disabilities. Students seeking accommodations must first register with the Disability Services Office (DSO) to verify their eligibility. If a disability is verified, the DSO will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, DSO notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet/communicate with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Disability Services Office website at <http://www.untdallas.edu/disability>. You may also contact them by phone at 972-338-1777; by email at UNTDdisability@untdallas.edu or at Founders Hall, room 204. (UNTD Policy 7.004)

CourseEval Policy:

Student's evaluations of teaching effectiveness is a requirement for all organized classes at UNT Dallas. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider students' evaluations to be an important part of your participation in this class.

Assignment Policy:

If you are unable to submit the assignments due to serious illness where you are physically incapacitated (e.g., hospitalized), medical documentation is required to resolve the missed assignment. Be sure to speak with me immediately if you fail to meet the assignment submission deadline.

Exam Policy:

Exams should be taken as scheduled. No makeup examinations will be allowed except for documented emergencies (See Student Handbook). If you are unable to take an exam due to serious illness where you are physically incapacitated (e.g., hospitalized), medical documentation is required to resolve the missed exam. **If you miss any exam, then you will be given an essay make-up exam.** Be sure to speak with me immediately if you miss an exam. Remember, you must submit official documentation in order for this policy to apply to you.

Academic Integrity:

Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of Academic Integrity policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to the Student Code of Academic Integrity (Policy 7.002) at [http://www.untdallas.edu/sites/default/files/page_level2/pdf/policy/7.002%20Code%20of%20Academic Integrity.pdf](http://www.untdallas.edu/sites/default/files/page_level2/pdf/policy/7.002%20Code%20of%20Academic%20Integrity.pdf)

Refer to the Student Code of Student Rights, Responsibilities and Conduct at http://www.untdallas.edu/sites/default/files/page_level2/hds0041/pdf/7_001_student_code_of_conduct_may_2014.pdf Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabrication of information or citations, facilitating acts of dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students. In addition, all academic work turned in for this class, including exams, papers and written assignments must include the following statement: "*On my honor, I have not given, nor received, nor witnessed any unauthorized assistance that violates the UNTD Academic Integrity Policy.*"

Bad Weather Policy:

Campus facilities will close and operations will be suspended when adverse weather and/or safety hazards exist on the UNTD campus or if travel to the campus is deemed dangerous as the result of ice, sleet or snow. In the event of a campus closure, the Marketing and Communication Department will report closure information to all appropriate major media by 7 a.m. That department will also update the UNTD website, Facebook and Twitter with closing information as soon as it is possible. For more information please refer to <http://www.untdallas.edu/police/resources/notifications>

Attendance and Participation Policy:

The University attendance policy is in effect for this course. Class attendance and participation is expected because the class is designed as a shared learning experience and because essential information not in the textbook will be discussed in class. The dynamic and intensive nature of this course makes it impossible for students to make-up or to receive credit for missed classes. Attendance and participation in all class meetings is essential to the integration of course material and your ability to demonstrate proficiency. Students are responsible to notify the instructor if they are missing class and for what reason. Students are also responsible to make up any work covered in class. It is recommended that each student coordinate with a student colleague to obtain a copy of the class notes, if they are absent.

Diversity/Tolerance Policy:

Students are encouraged to contribute their perspectives and insights to class discussions. However, offensive and inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Dean of Students as the instructor deems appropriate. (UNTD Policy 7.001)

Additional Policies:

- Use of Blackboard: Review the course website several times per week, if not daily.* Visiting the website frequently will familiarize you with the resources available on the site as well as alert you to any changes or additions to the website (e.g., possible changes to the syllabus, due date reminders posted in the calendar, etc.).
- Please provide me, the instructor, with **48 hours** to respond to e-mail messages.
- Please provide me, the instructor, with about a week to grade and provide feedbacks to your submitted work.