OBJECTIVES:

Psychology 492 is intended to augment the basic curriculum in psychology by enabling students to obtain academic credit for volunteer work in a human service setting. Through such work, students have the opportunity to observe and apply many of the psychological principles learned in the classroom while also developing a deeper understanding of those principles and a fuller appreciation of the special demands and ethical considerations of applied psychology. Additionally, students may develop specific applied skills through their fieldwork activities. For many students, this experience can also be helpful in clarifying career interests and goals.

COURSE FORMAT:

This course is flexibly structured to accommodate the diverse needs and goals of both students and placement agencies. The credit hours for Psych 492 are also variable for the same reasons, but students are generally expected to perform 45 hours of service, including orientation and training time, for each credit. During an academic semester, this would work out to approximately 3 hours of service per week.

Students will function on site in much the same manner as employees or other volunteers, and the agency should expect students to be equally reliable and responsible. Each student should be assigned a field supervisor at the placement site, and this supervisor will assist the student in developing appropriate goals for the experience, oversee the student's day-to-day activities, and provide the faculty supervisor with a written evaluation at the end of the semester. The faculty supervisor will screen students to ensure that they meet course prerequisites, be available to both students and agencies to help address any problems that emerge on site, and to assign S-F grades at the end of the semester.

Students are responsible for finding and arranging their own placements. The advising office has a description of local agencies and contact persons in those agencies. Many agencies have training at the beginning of each semester, so plan accordingly.

RESPONSIBILITIES OF THE PLACEMENT FACILITY

The fieldwork practicum is designed with the intent of significantly contributing to the placement facility while creating a minimum of staff inconvenience. Nonetheless, there are some demands on agency staff, as summarized below:

1. Students should receive an orientation to the placement facility at the beginning of their experience to become familiar with the mission, personnel, and physical layout of the agency.
2. Each student should be assigned a field supervisor, who is a permanent staff member.

3. The field supervisor should be available to meet with the student on a regular basis to develop placement goals, monitor student progress, answer questions, and help resolve any problems that might occur.

4. The field supervisor should notify the faculty supervisor of any problems that are not resolved directly with the student.

5. The field supervisor MUST provide a written evaluation of the student's performance to the faculty supervisor by the Wednesday of finals week. This evaluation should confirm the number of hours that the student worked and address the quality of the student's work. The letter may be submitted in hard copy or electronically.

STUDENT'S REQUIREMENTS AND ASSIGNMENTS:

1. Students will behave professionally, conforming their behavior to the ethical principles of psychology.

2. Students will honor all commitments to the placement agency, including, but not limited to:
   a. punctual and regular attendance.
   b. fulfillment of the contracted time commitment.
   c. conformity with agency regulations and policies.
   d. performance of all duties agreed upon.

3. Students will be removed from the placement and will receive a failing grade in the course for any of the following:
   a. repeated tardiness or absences.
   b. ethical violations.
   c. irreconcilable problems with agency staff that reflect inflexibility on the part of the student.
   d. repeated failure to keep other commitments.

4. Students are encouraged to keep a journal of their experiences which will include their activities, observations, insights, and personal reactions. Journal entries should be written in a manner to preserve the anonymity of clients.

5. Students MUST keep a record of the time spent in Psych 492 activities on a time sheet (form is attached to this syllabus). The time sheet must be turned in to the faculty supervisor by the Monday of finals week.

6. Students enrolled for 2 or more credits MUST write a summary paper of approximately 10 pages describing their experience. Papers are due the Monday of finals week.
GRADING AND ENROLLMENT PROCEDURES:

Psych 492 is graded S-F only. Students meeting their commitments to the placement agency, as confirmed by an evaluation letter from the field supervisor, and those completing all assignments, as outlined above, will receive a satisfactory grade (S); any others will receive a failing grade (F).

Psych 492 credit can not be used to fulfill internship, practicum, or field placement requirements for a major or minor in another department. The same site placement, learning tasks, and practicum hours for which the Psych 492 student has contracted, can not be used to gain concurrent credit in another department. In order to pursue a summer field placement, registration procedures must be completed by April 27 including the receipt of site supervisor and instructor signed agreements.

PSYCHOLOGY 492 - GUIDELINES FOR SUMMARY PAPERS

A. Description of the Placement Site
   1. Purpose and objectives of the organization
   2. Physical setting
   3. Staff composition (disciplines & degrees represented)
   4. Clientele (people served by the agency)
   5. Funding sources

B. Your Duties
   1. Work schedule and total hours worked
   2. Range of activities (e.g., service provision, observation, staff meetings, etc.)

C. Supervision (frequency, quality, etc.)
   1. Formal supervision
   2. Informal supervision

D. Experiential Learning
   1. Client behavior, needs, etc.
   2. Agency functioning, needs, etc.
   3. Psychological principles that were observed or could have been applied
   4. Ethical issues/dilemmas observed or encountered

E. Critique
   1. Overall evaluation of the experience and placement agency
   2. Relevance to your past coursework
   3. Impact on your future
   4. Potential value to other students
   5. Recommendations for improvement

This is a formal paper. It must be typewritten, double-spaced, 10-12 point font (12 point is preferred), with 1 inch margins. References and citations, if included, should follow APA format.

The paper and the time sheet are due the Monday of finals week (Summer due date is July 30). The letter-evaluation from the field supervisor is also due the Monday of finals week (Summer due date is Monday, July 30). It is the student's responsibility to let the field supervisor know about the due date.
GOALS STATEMENT

Name: ___________________________________________________ Semester/Year: ____________

Placement Agency: _______________________________________ Credits: ____________

Supervisor: ________________________________________________________________________________

Goals for Professional and Personal Development

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

Duties and Responsibilities

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

Observational Opportunities

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________
# PSYCHOLOGY 492 - FIELDWORK PRACTICUM TIME SHEET

Name:________________________________________ Semester/Year:____________

Placement Agency:______________________________________ Credits:_____

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Grand Total Hours:____________________

_________________________________     __________________________________
Student Signature         Date        Supervisor Signature       Date