

## COURSE SYLLABUS

### Overview and Objectives

The concept of an Undergraduate Academic Internship as a generally available experience is relatively new in higher education. It is an intriguing concept, blending (a) the undergraduate major's experience in a real-world, supervised employment or volunteer work setting with (b) the student's best effort to reflect on that experience in the context of her or his academic discipline. In other words, a successful Internship experience should promote learning—learning to do well in the workplace but also learning how the scholarly discipline—in this case, psychology—is connected to that work. The successful experience will also position the student more favorably for graduate study or a professional career following graduation.

### **This course has three primary objectives:**

- (1) Placement in a work setting with an existing agreement between you, the supervisor, the psychology department, and the university. You have signed an Individual Agreement in order to participate in the course. Your supervisor should specify her or his expectations of you at the workplace. As a representative of the psychology department I have specified its expectations in this syllabus. The university has specified its expectations of the Internship provider in the Master Agreement.
- (2) Your written reflections on the connections between your work experience and the content of psychology—theory, research, models, principles, applications, etc., found in the published literature.
- (3) Your engagement in the other activities of the course, including assigned reading and writing, conversation and presentation at seminar meetings, and exams.

The seminar meetings will take place on Wednesday evenings as scheduled in the Course Calendar. You should arrange your schedule in order to attend them.

Be sure to study this syllabus carefully. Failing to do so may jeopardize your success in the course. Should you have any questions about the syllabus, please direct them to Joe Ostenson, the Internship Graduate Liaison, or to me.

### Two Categories of Students

The course distinguishes between students who are just beginning or have recently (within the past month or so) begun their Internship (Category 1) and those who have been at their Internship work site for an extended period of time (Category 2).

### Required Textbook

If you are Category 1, please purchase the following textbook:

Sweitzer, H. F. & King, M. A. (2009). *The successful internship: Personal,*

*Professional, and Civic Engagement*, 3<sup>rd</sup> ed. Belmont, CA: Brooks Cole.

If you are in Category 2, please purchase the following textbook:

Heath, C., & Heath, D. (2008). *Made to stick: Why some ideas survive and others die*. New York: Random House.

We will discuss the books at seminar meetings.

### Academic Credit

Academic credit will be awarded for successful performance in the course and will be **determined by the number of hours you spend in the workplace during the term**. The specific assignments of credit are shown below:

Number of credit hours	Total hours during the term	Average hours per week
1	45	6-7
2	90	11-13
3	135	17-19
4	180	23-25
4.5	210	29-31

No more than 4.5 hours of credit will be awarded in the course except by arrangement with me. Up to 3 hours of credit may be applied toward the capstone requirement in the psychology majors (specifically, these hours will substitute for Psychology 420R).

### The Work Log

Using a notebook or other record-keeping device, you should keep **a regular log of the number of hours—by specific date—you spend in the workplace**. At the end of the term, you should total the hours and ask your supervisor to initial the total as verification that it is accurate. **You should deliver the initialed Work Log delivered to Joe Ostenson in person, by fax, or by e-mail no later than Wednesday, 11 August before midnight**. The total number of hours that appear in the Work Log should be equal to or exceed the number that appears in the table above (Total hours during the term), depending on the number of credit hours for which you are enrolled.

### The Personal Connections Journal

At **four different times** during the term (or as soon thereafter as your Internship begins), you should author an entry in your **Personal Connections Journal**. **The entries should be e-mailed at least one week apart from each other**. This means that you should begin sending them early in the term and continue to do so with regularity thereafter. Any entry that is not at least one week apart from another entry will not be considered. Each entry should be no longer than 1 page in length, typewritten, and double-spaced. **The entries should be sent by e-mail to Joe Ostenson**, who will read and evaluate them. **In the subject line of the e-mail, you should include the course number, your last name and the date of submission—**for example, 399R Miller June 27 2009.

Each entry should **briefly report a specific anecdote or observation from your Internship experience** and then **draw a distinct connection** between what you

reported and a specific concept you have studied in psychology. Be sure to do so clearly, accurately, and persuasively. It will be to your advantage to select a more narrowly defined concept than a more generally defined one. This will allow you to make the connection more closely.

**The last date on which journal entries may be submitted is Saturday, 8 August before midnight.**

#### The Applications Book Review

You should **select a novel or a work of non-fiction in which the characters, plot, major issues or arguments, etc., are, in some way, relevant to the work that you perform in your Internship.** After reading the book, you should **write a 2-3 page, double-spaced review** that contains the following:

- (1) A **brief summary** of the characters and plot or the major issues and arguments;
- (2) An **analysis of the book in which you make a direct and distinct connection** to one or more features of your own experience in the Internship;
- (3) A discussion of the **most important “lessons,” insights, or other merits of the book that proved valuable to you in your Internship** and why the book is important for someone who might follow you in the same or a similar Internship position

Your review will be evaluated for its clarity of expression, conciseness, accuracy in describing the work, insightfulness in likening the work to your Internship experience and discussing its importance, and freedom from technical errors (grammar, punctuation, spelling, etc.) and colloquialisms.

The review should contain a title page bearing the title and your name and a references page that includes the novel and other works you may have referred to in your review. The review is **due no later than Saturday, 8 August before midnight. It should be e-mailed to me.** Failure to submit the review by the deadline will result in a penalty of 10% of the total score for each day it is late.

#### Seminar Meetings

You should attend 4 seminar meetings during the term, including the first meeting on 24 June and the final meeting on 5 August. Except for the first and last meetings, they will be specific to Category 1 and Category 2 students and will be held on Wednesdays, 7-8:30 p.m. in 1043 SWKT. The agenda for the meeting will consist of **conversation** based on questions posted in advance about the assigned reading. There will also be **collaborative, in-class writing assignments.**

At the final meeting on 5 August, you should make a PowerPoint presentation to the class. Your presentation should accomplish three purposes: (1) a brief introduction to your workplace; (2) an overview of your duties; and (3) a few selected highlights of your Internship experience thus far. **The presentation should not exceed 5 minutes in length,** after which questions will be invited briefly.

**You should submit one question in advance of the seminar meetings where the assigned reading will be discussed.** The question should be related to the assigned

reading and be specific to your Internship experience. In other words, it should pose a question of personal interest to you. **The questions should be e-mailed to Joe Ostenson before midnight on the Tuesday prior to the Wednesday meeting.** Prior to the meeting, he will send them by e-mail to the students (Category 1 or Category 2) who should attend the meeting.

### Written Evaluations

**Your Internship Supervisor should prepare a brief, written evaluation of your work and submit it directly to me by regular mail, fax, or e-mail. It must be received no later than Saturday, 8 August before midnight. You should submit a Self-evaluation of your work and submit it to me by that same deadline—by regular mail, fax, e-mail, or in person.** The evaluation forms are available at the Blackboard Web site for the course. The completed evaluations will be treated confidentially. The e-mail address to use is [harold\\_miller@byu.edu](mailto:harold_miller@byu.edu), the fax number is 801-422-0602, and the regular mail address is Dr. Hal Miller, Department of Psychology, Brigham Young University, 1001 SWKT, Provo, UT 84602.

### Examinations

There will be a **Midterm Examination and a Final Examination**. They will each consist of three short-essay items asking you to reflect on your internship experience. The examinations will be posted at the Blackboard Web site for the course on the dates shown in the Course Calendar. **Your responses to the exam items should be e-mailed to me.** The deadlines for submitting your response to the exam items are also shown in the Course Calendar. Failure to meet the deadline will result in a late penalty of 10% of the total score per day.

The Midterm Exam will include a requirement that you: **(1) identify the most interesting employment position at your Internship site (other than your own); and (2) interview an employee at the site** about the background and requirements for the position, the job outlook for similar positions in the state and nationally, the salary range for the position, and other relevant aspects of the position for someone interested in applying for it.

The Final Exam will include a requirement that you submit **an up-to-date personal résumé.**

### The Final Grade

**Each of the requirements of the course will contribute to the final grade as follows:**

Initialed Work Log (with all hours completed)	25
Personal Connections Journal Entries (4 @ 30 points)	120
Attendance at Writing-Related Seminar Meetings (2 @ 15 points)	30
Collaborative Writing Activities (2 @ 15 points)	30
Applications Book Review	75
PowerPoint Presentation	50
Written Evaluations (Employer and Self)	50
Midterm Examination	40

Final Examination

Total	<u>80</u> 500 points
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The final grade will be determined according to point total, with the A-range being approximately 91-100% and the B-range approximately 81-90%. It is anticipated that few, if any, final grades will be lower.

### The Course Calendar

Date	Agenda	Reading and Other Assignments
W, 24 June	<b>Category 1 and Category 2:</b> Introduction and Orientation	
W, 8 July	<b>Category 1:</b> Conversation and Writing	Chapters 1-7
W, 15 July	<b>Category 2:</b> Conversation and Writing	Chapters 1-3; <b>Midterm Exam posted</b>
Sa, 18 July		<b>Midterm Exam due by midnight</b>
W, 22 July	<b>Category 1:</b> Conversation and Writing	Chapters 8-14;
W, 29 July	<b>Category 2:</b> Conversation and Writing	Chapters 4-6, Epilogue
W, 5 August	<b>Category 1 and Category 2:</b> PowerPoint Presentations	
Saturday, 13 June		<b>Final Journal Entry, Applications Book Review, Supervisor Evaluation, and Self-evaluation due by midnight; Final Exam posted</b>
Wednesday, 12 August		<b>Work Log due; Final Exam due by midnight</b>

### The Instructional Staff

I am professor of psychology and the Academic Internship Coordinator in the department of psychology. My e-mail address is [harold\\_miller@byu.edu](mailto:harold_miller@byu.edu). My office is 1074 SWKT (422-8939). I will not have regular consultation hours during the term. Please contact me to make an appointment. Joe Ostenson is the Internship Graduate Liaison. His e-mail address is [joseph.ostenson@gmail.com](mailto:joseph.ostenson@gmail.com). Joe's office is 1007 SWKT. His office phone number and consultation hours are posted at the Blackboard Web site for the course.

### For Students Whose Situation Makes It Impossible for Them to Attend Class Meetings

In those cases where your internship requires you to live at a considerable distance or to be at work on the Wednesday evenings when seminar meetings are scheduled, you will be exempt from attendance at the meetings but will be expected to complete the other course requirements, including the reading, Writing Activities, and the PowerPoint presentation that you should submit to Joe Ostenson. You should make every effort to attend the final meeting on 5 August to make your PowerPoint presentation there.

## Departmental Learning Outcomes and University Policies

### **Learning Outcomes**

Each program at BYU has developed a set of expected student learning outcomes. These will help you understand the objectives of the curriculum in the program, including this class. To learn the expected student outcomes for the programs in the psychology department and college go to <http://learningoutcomes.byu.edu> and click on the College of Family, Home and Social Sciences and then the psychology department. We welcome feedback on the expected student learning outcomes. Any comments or suggestions you have can be sent to <FHSS@byu.edu>.

### **Honor Code**

In keeping with the principles of the BYU Honor Code, students are expected to be honest in all of their academic work. Academic honesty means, most fundamentally, that any work you present as your own must in fact be your own work and not that of another. Violations of this principle may result in a failing grade in the course and additional disciplinary action by the university. Students are also expected to adhere to the Dress and Grooming Standards. Adherence demonstrates respect for yourself and others and ensures an effective learning and working environment. It is the university's expectation, and my own expectation in class, that each student will abide by all Honor Code standards. Please call the Honor Code Office at 422-2847 if you have questions about those standards.

### **Preventing Sexual Harassment**

Title IX of the Education Amendments of 1972 prohibits sex discrimination against any participant in an educational program or activity that receives federal funds. The act is intended to eliminate sex discrimination in education. Title IX covers discrimination in programs, admissions, activities, and student-to-student sexual harassment. BYU's policy against sexual harassment extends not only to employees of the university, but to students as well. If you encounter unlawful sexual harassment or gender-based discrimination, please talk to your professor; contact the Equal Employment Office at 422-5895 or 367-5689 (24-hours); or contact the Honor Code Office at 422-2847.

### **Students with Disabilities**

Brigham Young University is committed to providing a working and learning atmosphere that reasonably accommodates qualified persons with disabilities. If you have any disability which may impair your ability to complete this course successfully, please contact the Services for Students with Disabilities Office (422-2767). Reasonable academic accommodations are reviewed for all students who have qualified, documented disabilities. Services are coordinated with the student and instructor by the SSD Office. If you need assistance or if you feel you have been unlawfully discriminated against on the basis of disability, you may seek resolution through established grievance policy and procedures by contacting the Equal Employment Office at 422-5895, D-285 ASB.

A Final Note

Your Internship experience is likely to have high points and low. Overall, it should enrich you and enhance your sense of the larger world of work beyond your academic life, at the same time allowing you to connect that work in meaningful ways to your academic study of psychology. Please feel free to contact Joe Ostenson or me at any point when questions or difficulties arise in the course of your Internship. We are anxious to assure that your experience is a productive and fulfilling one.

Cordially,  
Hal Miller