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.

This course has three primary objectives:

1. The first and primary objective is the placement of each student in a professionally enhancing work setting. We intend to continuously improve the quality of internship experiences being offered through a process of continuous assessment of all internships, negotiations with agencies, and internship advisement and counseling of students at the beginning of the contractual process.

2. Students will critically reflect on the connections between their work experience and the content of psychology and articulate these work-related insights.

3. Students will develop professional skills and attitudes through readings on professional etiquette, in-class presentations to classmates, and poster presentation at open house.

The course meetings take place on Wednesday evenings. You should arrange your schedule in order to attend them. If you are unable to attend class meetings, you are still responsible for submitting all class assignments via e-mail. 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 Brooke Jones, the Graduate Internship Liaison.

Textbooks

The course is designed to allow you to tailor your experience in this class to best fit your current goals and future plans. We have selected a textbook that you will use in addition to the Bluebook (online).


The link for the Bluebook is posted under Content on Learning Suite. It explains the details of professional etiquette and succeeding at your internship: http://sot.et.byu.edu/advisement/blue-book

We will discuss the texts at class meetings during the semester. You will also use these to write your midterm and final exam.
**Course Requirements and Grading**

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 semester** as well as completion of the following requirements:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Points</th>
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<tbody>
<tr>
<td>Initialed Work Log (with all hours completed)</td>
<td>20</td>
</tr>
<tr>
<td>Personal Connections Short Essays (3 @ 20 points)</td>
<td>60</td>
</tr>
<tr>
<td>Accountability Assignment</td>
<td>40</td>
</tr>
<tr>
<td>In-class Internship Evaluations (4 @ 15 points)</td>
<td>60</td>
</tr>
<tr>
<td>Applications Book Review</td>
<td>100</td>
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<tr>
<td>In-Class PowerPoint Presentation</td>
<td>50</td>
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<tr>
<td>Poster Presentation at Open House</td>
<td>50</td>
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<tr>
<td>Written Evaluations (Employer and Self)</td>
<td>40</td>
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<tr>
<td>Internship Profiling Questionnaire (IPQ)</td>
<td>20</td>
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<tr>
<td>Mid-semester Examination</td>
<td>100</td>
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<tr>
<td>Final Examination or Major Field Test</td>
<td>100</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>640 points</strong></td>
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The percentage of total points will determine the final grade in the course.

A = 95-100% of total points, A- = 90-95%, B+ = 87-89%, B = 83-87% B- = 80-83%.

It is anticipated that few grades will be lower.

The graduate instructor uses standardized rubrics to ensure consistency in grading. Should questions or concerns arise regarding your grade, she will be happy to review your assignment with you in detail. **DO NOT PLAGIARIZE.** It is best to put all information in your own words, but should you choose to use a direct quote, you must properly reference your source and use quotation marks. Failure to do so will result in a zero on the assignment as well as a strong likelihood of referral to the Honor Code Office.

**Late assignments will be accepted for a penalty of 2 points per day.**

**Work Log**

On the computer, or in a notebook, you should keep a regular log of the number of hours—you spend in the workplace. At the end of the semester, 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 to your graduate instructor, in person, by fax, or by e-mail no later than December 10 before 8pm.** The total number of hours that appear in the Work Log should be equal to or exceed the hours you have agreed to work depending on the number of credit hours for which you are enrolled. It is 45 working hours per 1 credit- a student enrolled in 3 credits should work at least 135 hours.

**Personal Connections Short Essays**

At three times during the term, you should author short essays. The essays should be submitted on or before the deadlines listed in the course calendar. Each one should be 1-2 pages in length, typewritten, and double-spaced. They should be submitted via Learning Suite.

Each entry should:

1. Identify and thoroughly explain a specific concept you have studied in psychology.
2. Draw a distinct connection between the psychological concept and an anecdote or observation from your internship experience.
3. Ask two questions from the reading or your internship that you would like to discuss in class.

Be sure to do so clearly, accurately, and persuasively. You are encouraged to select a narrowly defined concept as this will allow you to make the connection more closely. You may also choose to reference the text you have elected to read for this class. Your journal entry will be evaluated on the degree to which you successfully identify and define a psychological concept and connect it to your specific experience.
Accountability Assignment/Learning Goals Worksheet

After the first class meeting you will be asked to fill out a worksheet listing the specific goals and objectives you would like to achieve at your internship. Have your supervisor sign the worksheet and turn it in to the graduate instructor in person, or via Learning Suite, by September 17. The worksheet, and a completed example, can be found in the “Content” section of Learning Suite. Keep in mind that much of what you achieve, and the quality of experience you have at your internship, is up to you. Plan to be proactive.

Class Meetings - Presentations and Questionnaires

You should attend all class meetings during the term, unless your internship prevents you from doing so. The meetings will be held on Wednesdays, 7:00-8:30 p.m. in 1043 SWKT. The agenda for the meeting will consist of conversation, an internship evaluation activity, and PowerPoint presentations from students about their work. You will be assigned a date for your PowerPoint presentation. The presentation should not exceed 5 minutes in length, after which questions will be invited briefly. The presentation schedule will be posted on Learning Suite. You are responsible for presenting on your assigned date or switching dates with another student. You must e-mail your PowerPoint presentation to your instructor by 5pm on your presentation date with the subject line “399R [name] Presentation”.

The PowerPoint presentation should accomplish three purposes:

1. A brief introduction to your workplace;
2. An overview of your duties;
3. A few selected highlights of your internship experience thus far.

While other students are presenting, you will be required to complete a brief evaluation questionnaire about each presentation. These will be administered during class. Students who are unable to attend class (this pertains also to those who are taking the class remotely) are required to submit a two paragraph summary of the reading assignment to their instructor.

Applications Book Review

You should select a novel 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, and 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 November 12 before midnight. It should be e-mailed to Dr. Brown (bruce_brown@byu.edu).

Internship Identity Open House

On Wednesday, December 10, you will present a poster based on your PowerPoint presentation as part of a special event—The “Internship Identity Open House”—to which all Psychology majors will be invited, together with your family members and friends. Sample posters are on display in the Academic Internship Office, 1007 SWKT. Your poster will be at least 11 x 18”. Brooke Jones will provide instructions for the production process.
**Written Evaluations**
The evaluation forms are available on Learning Suite under Content. You should print out one of each form. Give the Supervisor Evaluation form to your supervisor along with an envelope with your name on it. Have your supervisor complete it, put it in the envelope, seal it, and sign across the seal before returning it to you. These evaluations should be kept confidential to ensure honesty. You are not being graded on the supervisor’s responses; you are being graded on completion. Supervisors may also directly e-mail their evaluations to your graduate instructor or fax them to 801-422-0602 attn: Brooke Jones, Psychology Internship Office. Your self-evaluation should also be submitted via e-mail, fax, or in person by December 10. Please submit both forms together if possible.

**Examinations**
There will be a Mid-semester Examination and a Final Examination for everyone taking the class. They will each consist of short-essay items asking you to reflect on your internship experience and will also include some questions about the readings. The examinations will be posted on Learning Suite. The deadlines for submitting your response to the exam items are indicated on the Course Calendar. Those who are completing their internship to fulfill the capstone requirement will take a learning outcomes test in lieu of the examination. It will be administered the week of finals. This test will NOT affect your grade, but is required for capstone credit. Those not taking this course for capstone credit will take a final that will resemble the midterm, and that test will be graded for class purposes.

**The Course Calendar**

<table>
<thead>
<tr>
<th>Date</th>
<th>Agenda</th>
<th>Reading and Assignments</th>
<th>Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 3</td>
<td><strong>Class Meeting:</strong> Orientation</td>
<td>Purchase textbook.</td>
<td>Course overview</td>
</tr>
<tr>
<td>September 17</td>
<td><strong>Class Meeting:</strong> Presentations, Conversation</td>
<td>Made to Stick: Intro, Chapters 1-2  Blue Book: Resume and Cover Letter  Accountability Assignment due</td>
<td>Simple, Unexpected Concepts. Blue Book</td>
</tr>
<tr>
<td>October 1</td>
<td><strong>Class Meeting:</strong> Presentations, Conversation</td>
<td>Made to Stick: Chapter 3-4  Blue Book: Interview and Negotiations  Essay 1 due Midterm posted on Learning Suite</td>
<td>Concrete, Credible Concepts. Blue Book</td>
</tr>
<tr>
<td>October 15</td>
<td>No class.</td>
<td><strong>Midterm Due before midnight</strong></td>
<td></td>
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<tr>
<td>October 29</td>
<td><strong>Class Meeting:</strong> Presentations, Conversation</td>
<td>Made to Stick: Chapters 5-6  Blue Book: Etiquette and Dress  Essay 2 due</td>
<td>Emotional Concepts and Stories. What sticks? Blue Book</td>
</tr>
<tr>
<td>November 12</td>
<td></td>
<td><strong>Book Review due before midnight to Dr. Brown</strong></td>
<td></td>
</tr>
<tr>
<td>December 3</td>
<td><strong>Class meeting:</strong> Presentations, Conversation</td>
<td>Made to Stick: Epilogue  Essay 3 due (Out of state students - PowerPoint due via e-mail)</td>
<td>What Sticks/ overview.</td>
</tr>
<tr>
<td>December 10</td>
<td><strong>Internship Identity Open House</strong></td>
<td>Poster due at Open House. (Out of state students submit via e-mail) Last day for submission of Self-Evaluation, Supervisor’s Evaluation, initialed Work Log, and any late assignments before midnight. Final Exam posted: FINAL EXAM DUE December 19</td>
<td>Bring your poster, friends, and family! Refreshments will be served!</td>
</tr>
</tbody>
</table>
Internship Profiling Questionnaire (IPQ)

At the end of the semester you will be required to complete an Internship Profiling Questionnaire (IPQ) about your internship. The IPQ will ask you to rate work climate, career preparation, meaningfulness and importance of the work, and long-term value of the training and learning that your internship has provided. The IPQ is administered via Qualtrics. A link will be emailed to you by the graduate instructor towards the end of the semester.

The Instructional Staff

Brooke Jones, a doctoral candidate in the social psychology program, serves as the course instructor. Brooke’s e-mail address is jonesbrooke22@gmail.com. All e-mails sent to the instructor should include “399R” in the subject line. The Psychology Department Internship Office is 1007 SWKT. The office phone number is 422-8952, and consultation hours will be posted on Learning Suite and on the office door.

The psychology department has two associate chairs, one for faculty matters and one for student matters. Bruce Brown is professor of psychology and associate chair of the department, with responsibility for student programs, including internships. As such, he will attend the internship class on occasion, assist in the grading of papers, become acquainted with the students and their internships, write recommendation letters when needed for those who have completed the 399R class, etc. His e-mail address is bruce_brown@byu.edu. His office is 1098 SWKT (422-6365).

Loss of Internship

If, for any reason, you should lose your internship during the course of the semester, it is your responsibility to find a new internship and complete the course. Failure to secure a new internship will result in an E grade. BYU works hard to maintain good relationships with all of the university’s internship providers, so if you are experiencing any difficulties (interpersonal or otherwise) at your internship, please approach Brooke Jones, Dr. Bruce Brown, or Karen Christensen (karen_christensen@byu.edu) with your concerns.

Repeat Students/Course Continuation

If you are continuing an internship from a previous semester and were previously enrolled in and completed this course, you will not be required to complete all of the coursework again. Repeat students are asked to complete the following: a second book review, work log, self-evaluation, supervisor-evaluation, IPQ, and participation in the Internship Open House at the end of the semester.

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 our 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 Brooke or Dr. Brown at any point when questions or difficulties arise in the course of your Internship. We are anxious to ensure that your experience is a productive and fulfilling one.