

Academic Internship

PSYCH 399R & 496R | Section 001 | Fall 2017

Instructor

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Office Hours

I offer office hours each week. The schedule is posted on the door of 1003 SWKT and on Learning Suite. If you have any questions, concerns, or issues with the course or your internship, feel free to contact me in person, by phone, or by email. You may also set up an appointment to talk with me, either during or outside of the posted office hours.

Course Description

This is an undergraduate course designed to offer academic credit for a psychology-related internship experience. The course is taken in conjunction with the internship experience. The course is primarily discussion based, with an emphasis on your own individual internship experience. The course also covers professional skills, such as résumé and cover letter writing, and interview and communication skills.

Learning Objectives

1. The first and primary objective is the placement of each student in a professionally enhancing work setting.
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.
4. Students will develop more effective verbal and written communication skills relevant to internship and other work settings.
5. Students will create goals, in conjunction with their supervisor, and evaluate the realization of said goals.

Texts

Three texts are required for the course.

Made to Stick: Why some ideas survive and others die

By: Chip & Dan Heath

Publisher: Random House

ISBN: 978-1400064281

The Blue Book: A guide to professional self-presentation

Available at <http://sot.et.byu.edu/advisement/blue-book>

Also available under the Content tab on Learning Suite

Ethics Packet from “Internship, Practicum, and Field Placement Handbook”

Available at the BYU Store

Discussion Boards

Students will participate in discussion boards four times during the semester. Discussion boards will be active on Digital Dialog, through Learning Suite, for one business week. For each week readings are assigned, each student must post one question (about either that week’s readings or their internship), two original comments about that week’s readings, and three responses to questions or comments made by other students. The discussion boards are meant to take the place of in-class discussions; therefore, do not make all your discrete and individual posts on the last day.

Internship Assignments

Work Log

Students must keep a regular log of the number of hours, by specific date, spent in the workplace. At the end of the semester, the total hours must be signed by the supervisor as verification that it is accurate. 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 total semester/term working hours per 1 credit, e.g. a student enrolled in 3 credits should work at least 135 hours over the course of the semester or term. The work log must be handed in or slid under my office door by the last day of finals. Also, submit a digital copy, without a signature, on Learning Suite. Per BYU policy, work cannot be accepted after the last day of finals. (Learning Objective 1)

Supervisor and Self Evaluations

Students and their supervisors will complete evaluations of the intern. A link to a Qualtrics survey, in

which you will evaluate yourself, will be on Learning Suite. At the end of the survey, you will need to enter your supervisor's email address. Your supervisor will be emailed a survey in order to evaluate you. You are not being graded on the supervisor's responses; both evaluations are graded based on whether or not the assignment is completed. It is your responsibility to have your supervisor complete the evaluation on time. Your self-evaluation is due on the last day of our class, and the supervisor evaluation is due on the last day of finals. (Learning Objective 1)

Internship Profiling Questionnaire (IPQ)

At the end of the semester, students will be required to complete an Internship Profiling Questionnaire (IPQ) about their 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. This assignment is graded based on whether or not the assignment is completed. The IPQ is administered via Qualtrics. A link will be available on Learning Suite towards the end of the semester and should be completed before the last day of classes. (Learning Objective 1)

Class Assignments

Accountability Assignment

Students will create five specific goals and objectives they plan to achieve during their internship. Your supervisor must sign off on your goals and objectives. A template, and completed example, can be found under the Content tab of Learning Suite. Keep in mind that much of what you achieve, and the quality of your internship experience, is up to you. This assignment will be graded based on the appropriateness and feasibility of your goals and objectives. A hard copy, with your supervisor's signature should be submitted, as well as an unsigned digital copy submitted on Learning Suite. Be sure to keep a copy for yourself. (Learning Objective 5)

Résumé and Cover Letter Assignment

Create an up-to-date résumé using the skills covered in *The Blue Book*. Also, draft a cover letter for an actual job posting or a job you would want in the future. Then, set up an appointment with University Career Services (2400WSC; ext. 2-6535) and have them review and critique your resume and cover letter. Finally, submit a digital copy of the rubrics they used to critique your documents or the documents themselves with edits on them. Regardless, include a signature from the person with which you met. Whether you make those suggested changes is up to you, but I would strongly recommend it. The digital copy should be submitted on Learning Suite. (Learning Objectives 3 & 4)

Internship Open House

On the last Wednesday of the semester/term, from 7 – 8pm MT, students will present a poster based

on their internship. All Psychology majors, as well as your family members and friends, are invited to attend. Sample posters are on display outside of Psych Central, on the 11th floor of SWKT. See the Content tab of Learning Suite for instructions on getting your poster printed and some further examples. You are responsible for having your poster ready for the Open House. Students interning in the Salt Lake/Provo area are required to present at the Open House. Be sure to make arrangements with your supervisor regarding your absence. Also, please upload a PDF copy of your poster to Learning Suite by the date and time of the Open House. (Learning Objectives 3 & 4)

Weekly Logs

Students will write at least one entry in a log for every week of their internship. These logs should be reflections of that week's events, including, but not limited to, reflections on the positive aspects of that week, discussion of issues that have arisen, and additional comments about your internship. You can keep this log electronically or in a physical book. Periodically, I will ask you to turn in a single week's log to check up on your experience. These logs will all be turned in at the end of the semester, but should not all be written at the end of the semester. Be sure not to confuse these or combine them with the Work Log mentioned above. (Learning Objectives 1 & 4)

Final

Students will need to write a paper discussing whether or not the goals in the Accountability Assignment were achieved. Explain how your objectives either helped or hindered your ability to reach your goals. If any goals were not met, discuss why those goals were not met, and how they could or could not have been met during your internship. Also, include instances of how your overall psychological education either helped or hindered your ability to meet your goals. There is no specific length, just be sure to completely address the prompt above. The Final should be submitted on Learning Suite by the last day of finals. Per BYU policy, work cannot be accepted after the last day of finals. (Learning Objectives 2, 4, & 5)

Hard Copy Submissions

The Accountability Assignment and the Work Log must be submitted in hard copy with a supervisor signature, as well as a digital copy unsigned. The hard copy can be slid under my office door, left with the psych front desk (1001 SKWT), or mailed (see address below). Remember, the hard copy must have an original signature, not a copy.

*Psychology Internship Office
1001 SWKT
Brigham Young University
Provo, UT 84602*

Format

All papers should be 12-point font and double-spaced, with one-inch margins. Please use an easy to read font. All papers should be free of spelling and grammatical errors and formatted in accordance with the Publication Manual of the American Psychological Association, Sixth Edition. The writing center is located at 3322 HBLL or 1049 JFSB.

Due Dates

All assignments (except the Poster) are due at 11:59pm MT regardless as to whether they are to be submitted on Learning Suite or in hard copy. Be aware that if you are completing an internship outside of the Mountain Time zone, assignments are still due by 11:59pm MT. The poster is due at 7pm MT on the last Wednesday of the semester.

Grading

The weight of each assignment.

Internship Assignments	Class Assignments	
	Assignments	Weights
Work Log	Accountability Assignment	10
Supervisor Evaluation	Résumé and Cover Letter	5
Self-Evaluation	Discussion Boards	40
IPQ	Open House	10
	Weekly Logs	20
	Final	15

All internship assignments must be completed, otherwise, you will receive a failing or T grade.

Grading Scale

Final grades are not rounded.

A	93 – 100	B-	80 - 82	D+	66 – 69
A-	90 – 92	C+	76 – 79	D	63 – 65
B+	86 – 89	C	73 – 75	D-	60 – 62
B	83 - 85	C-	70 - 72	E	<60

Special Circumstances

Students Registering Late

Students who register late for the course, i.e. you miss a due date, are required to make up all work. Students will have the number of days between the beginning of the current semester/term to when they registered for the class or until the last day of finals for that semester/term (whichever is shorter) to complete and submit all work. After the aforementioned time, all submitted work will be considered late. Per BYU policy, no work can be accepted after the last day of finals.

Students Receiving Capstone Credit

Students who are taking this course to fulfill the capstone requirement must complete and submit all assignments set forth in this course. In addition, students must complete an Exit Exam, designed by the Psychology Department. This exam will not affect your grade and can be completed at the testing center. You cannot receive a grade for the class until the Exit Exam is completed.

Students Unable to Attend Open House

Only students completing internships outside of the Salt Lake City/Provo area are permitted to miss the Open House. These students are required to complete and submit their poster via Learning Suite by the due date. Additionally, these students are to record themselves presenting their poster (~3 min), and send me the video or a link to the video.

Students Retaking the Course

Students who have previously taken this course are required to submit all Internship Assignments and participate in all Discussion Boards. They will also complete the Accountability Assignment, Weekly Logs, Final, and Open House poster, which must be presented.

Students Registered for More Than 3 Credits

There is an additional requirement for students registered for more than 3 credits, either during one semester or term or accumulated over several semesters or terms. See the final page of the syllabus for the additional requirement. The student is responsible for recognizing and completing this additional assignment by the last day of classes.

Loss of Internship

If, for any reason, a student should lose his or her internship during the semester, it is his or her responsibility to find a new internship and complete the course. Failure to secure a new internship will result in a failing grade. BYU works hard to maintain good relationships with all the university's internship providers, so if you are experiencing any difficulties (interpersonal or otherwise) at your internship, please approach me, Dr. Yamawaki, or Karen Christensen (karen@byu.edu).

Course Policies

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 every instructor's expectation in class, that each student will abide by all Honor Code standards. Please call the Honor Code Office at 801-422-2847 if you have questions about those standards.

Preventing Sexual Misconduct

As required by Title IX of the Education Amendments of 1972, the university prohibits sex discrimination against any participant in its education programs or activities. Title IX also prohibits sexual harassment—including sexual violence—committed by or against students, university employees, and visitors to campus. As outlined in university policy, sexual harassment, dating violence, domestic violence, sexual assault, and stalking are considered forms of “Sexual Misconduct” prohibited by the university. University policy requires any university employee in a teaching, managerial, or supervisory role to report incidents of Sexual Misconduct that come to their attention through various forms including face-to-face conversation, a written class assignment or paper, class discussion, email, text, or social media post. If you encounter Sexual Misconduct, please contact the Title IX Coordinator at t9coordinator@byu.edu or 801-422-2130 or Ethics Point at <https://titleix.byu.edu/report-concern> or 1-888-238-1062 (24-hours). Additional information about Title IX and resources available to you can be found at titleix.byu.edu.

Student Disability

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 University Accessibility Center (UAC), 2170 WSC or 422-2767. Reasonable academic accommodations are reviewed for all students who have qualified, documented disabilities. The UAC can also assess students for learning, attention, and emotional concerns. Services are coordinated with the student and instructor by the UAC. 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 801-422-5895, D-285 ASB.

Academic Honesty

The first injunction of the Honor Code is the call to "be honest." Students come to the university not only to improve their minds, gain knowledge, and develop skills that will assist them in their life's work, but also to build character. "President David O. McKay taught that character is the highest aim of education" (The Aims of a BYU Education, p. 6). It is the purpose of the BYU Academic Honesty Policy to assist in fulfilling that aim. BYU students should seek to be totally honest in their dealings with others. They should complete their own work and be evaluated based upon that work. They should avoid academic dishonesty and misconduct in all its forms, including but not limited to plagiarism, fabrication or falsification, cheating, and other academic misconduct.

Inappropriate Use of Course Materials

All course materials (e.g., outlines, handouts, syllabi, exams, quizzes, PowerPoint presentations, lectures, audio and video recordings, etc.) are proprietary. Students are prohibited from posting or selling any such course materials without the express written permission of the professor teaching this course. To do so is a violation of the Brigham Young University Honor Code.

Mental Health

Mental health concerns and stressful life events can affect students' academic performance and quality of life. BYU Counseling and Psychological Services (CAPS, 1500 WSC, 801-422-3035, caps.byu.edu) provides individual, couples, and group counseling, as well as stress management services. These services are confidential and are provided by the university at no cost for full-time students. For general information please visit <https://caps.byu.edu>; for more immediate concerns please visit <http://help.byu.edu>.

Plagiarism

Intentional plagiarism is a form of intellectual theft that violates widely recognized principles of academic integrity as well as the Honor Code. Such plagiarism may subject the student to appropriate disciplinary action administered through the university Honor Code Office, in addition to academic sanctions that may be applied by an instructor. Inadvertent plagiarism, which may not be a violation of the Honor Code, is nevertheless a form of intellectual carelessness that is unacceptable in the academic community. Plagiarism of any kind is completely contrary to the established practices of higher education where all members of the university are expected to acknowledge the original intellectual work of others that is included in their own work. In some cases, plagiarism may also involve violations of copyright law.

Respectful Environment

"Sadly, from time to time, we do hear reports of those who are at best insensitive and at worst insulting in their comments to and about others... We hear derogatory and sometimes even defamatory comments about those with different political, athletic, or ethnic views or experiences. Such behavior is completely out of place at BYU, and I enlist the aid of all to monitor carefully and, if necessary, correct any such that might occur here, however inadvertent or unintentional... I worry particularly about demeaning comments made about the career or major choices of women or men either directly or about members of the BYU community generally. We must remember that personal agency is a fundamental principle and that none of us has the right or option to criticize the lawful choices of another" (President Cecil O. Samuelson, Annual University Conference, August 24, 2010).

Electronic Devices

Please either silence or turn off your cell phones before class, and refrain from using them during class. Laptops and tablets may be used in class, but only if they are not used for checking email, instant messaging, or surfing the web frivolously. It can be distracting to others and to me. If your electronic use becomes overly distracting, you may be asked to leave.

Late Policy

Work submitted past the due date will be considered late. For each day the work is late, $3.\bar{3}\%$ will be deducted, e.g. if your assignment is two days late and it would have originally received a 90, it would receive an $83.\bar{3}$ for being late. The grade will continue to decrease until it is submitted or the grade reaches zero. This late policy does not apply to Discussion Boards and the Open House, as due to the nature of the assignment they cannot be made-up. Per BYU policy, no work can be accepted after the last day of finals.

Assistance

If at any point, you become overwhelmed in either your coursework or internship, feel free to come talk with me. I am willing to work with you to resolve any issues.

Disclaimer

I reserve the right to make changes to the course, and this syllabus is subject to change without prior notice; however, any changes will be announced in class or through email.

Schedule

See Learning Suite for the most up-to-date schedule.

Date	Discussion Board Topic/ Agenda	Assignment Due
September 18 - 22 (Monday - Friday)	Ethics Packet	
September 29 (Friday)		Accountability Assignment
October 9 - 13 (Monday - Friday)	<i>The Blue Book</i>	
October 27 (Friday)		Résumé and Cover Letter Assignment
November 6 - 10 (Monday - Friday)	<i>Made to Stick</i> (through Ch. 3)	
November 27 – December 1 (Monday - Friday)	<i>Made to Stick</i> (Ch. 4 to end)	
December 13 (Wednesday)	Internship Open House	Poster
December 14 (Thursday)	Last Day of Classes	IPQ, Self Evaluation, and Weekly Logs
December 21 (Wednesday)	Last Day of Finals	Final, Work Log, and Supervisor Evaluation (Research Paper if applicable)