Office Hours: Due to this course being taught online, there are no scheduled office hours. Feel free to contact me by email at any time. If you need to talk, we can meet over the phone, in-person, in a Zoom meeting, or via chat on D2L.

GENERAL INFORMATION
This course will be using D2L for on-line course management and communication. You can access D2L by going to www.d2l.msu.edu. You will be asked to enter your MSU log in and password. Look under the “My Courses” section in Psychology 382 for announcements and materials related to this course. If you have any trouble using D2L, you can contact the helpdesk at (517) 355-2345 or 1-800-500-1554 Monday-Friday 8am-10pm, Saturday 11am-6pm, and Sunday noon-10pm EST. If you are unfamiliar with D2L, please complete the on-line tutorial: from the D2L page, click on D2L Help Site > Taking Courses.

COURSE PURPOSE
This course is the second in a two-semester sequence. The overall sequence is designed to provide you with the skills to apply psychological theories to the “real world,” and to provide you with an opportunity to develop the skills needed to effectively provide direct service to individuals in the community. During this semester you will be spending the majority of your time providing direct human service through a designated placement site. You are also expected to keep a weekly activity log, engage in online supervision/chats, and write a paper reflecting on your experience and demonstrating how you are integrating theory with practice.

COURSE FORMAT
This online course provides you with the opportunity to receive structured supervision of your internship experience no matter where your community-based work occurs. You may sign up for a minimum of 6 to a maximum of 12 credits this semester, and must work 3 hours per week in the community per credit hour (from 18 to 36 hours).

Because your organization might close for holidays (e.g., July 4th), you might get sick, etc., Your hours are based on 13 weeks rather than 14 weeks. So a student taking 6 credits needs to complete 234 hours (6 x 3 x 13), and a student taking 9 credits needs to complete 351 hours (9 x 3 x 13). However, this does NOT mean you should double up your hours and end more quickly. One point of this internship is for you to spend an extended period of time with an organization. If you do think you’ll end up completing your hours a week early, however, be sure that your internship supervisor AND instructor are aware of this and have approved this. You also must still submit a log book for each of the 14 weeks, regardless of whether you worked hours that week or not. If you did not put in hours, please explain this (and why) in your log book (see log book instructions below).
In addition to the time spent working in your community placement, you are expected to complete the following activities through the website set up for this course:

**WEEKLY LOGBOOKS (DUE EVERY FRIDAY by 9pm Eastern time)**
Beginning on May 15th and ending on August 18th (14 weeks), students are expected to maintain weekly logbooks that detail your community work. I will use your logbook as one way of determining your grade for this course. You need to electronically submit your logbook on D2L by 9:00pm Friday each week, and each week should cover the preceding week (Friday 9:01pm - next Friday 9:00pm). If this is a hardship due to your hours overlapping this time, please email me to set up an alternate time. Logbooks submitted late will be marked down 3 points for each day late.

Your log book MUST be organized in the following manner and provide the details for each section:

**Section 1: Weekly Activities.** This section should include in a header the total weekly hours, total internship hours to date, total direct service hours for the week, and total direct service hours to date. Then in a table provide the date, a description, and the hours spent on each activity.

**Sample Logbook**

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Hours Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/16</td>
<td>Agency training about providing service to seriously mentally ill clients</td>
<td>3</td>
</tr>
<tr>
<td>5/17</td>
<td>Training continued</td>
<td>3</td>
</tr>
<tr>
<td>5/18</td>
<td>Direct Service</td>
<td>6</td>
</tr>
<tr>
<td>5/19</td>
<td>Direct Service</td>
<td>4</td>
</tr>
<tr>
<td>5/20</td>
<td>Supervision meeting with direct supervisor</td>
<td>2</td>
</tr>
</tbody>
</table>

**Section 2: Subjective Report.** In the subjective report, you should describe the work you are doing, what you're learning, your impression of the agency, or your impressions of the clients. Where possible, connect this learning to your understanding of the material discussed the first semester. Use your logbook not just to document your activities, but to document your critical thinking as well.

**Section 3: Troubleshooting.** In the troubleshooting section, discuss any problems/obstacles, if any, you encountered in the last week, any concerns you have, plans to resolve your problems/concerns, and any assistance you feel you need to address the problems.

Each log entry is worth 15 points (210 possible points). Sections 1 and 2 are each worth up to 5 points, and an additional 5 points reflects the quality of your work (Are you responding to instructor and/or supervisor feedback? Are you behaving responsibly and professionally?) I will base weekly grades on information provided in your weekly activity logs, discussions with the student, and/or direct information received from the internship agency supervisor.
Submitting Logbooks
All logbooks must be submitted in Word (.doc). Follow these steps when submitting your logbook:

- Double click on “TYPE YOUR FULL NAME HERE” above and enter your name in the header
- Add a new entry to your logbook document each week. By the end of the semester, the logbook will contain entries for 14 weeks.
- Complete hours summary header and all three sections: activity table, subjective report, troubleshooting.
- Review and address instructor feedback from prior week.
- Save file as: lastname_firstname_week#
  Example: gregory_katie_week1 (please use the underscore, do not use a space; number the appropriate week)
- Upload the logbook file to the corresponding weekly dropbox.

A Logbook Template with the required structure and instructions is provided in the Assignments folder in D2L. Use the template to accurately complete and submit your cumulative logbook.

CRITICAL THOUGHT PAPER (DUE FRIDAY, AUGUST 4th, 9pm Eastern time)
Write a 4-6 page paper about your community engagement experience to date. Specifically, be sure to include: (1) What you have learned about the population of clients with whom you are working; (2) What theoretical perspectives or orientations underlying service provision in your internship site [for example, do they have a strengths-based or pathology-based orientation toward clients?]; (3) Discuss any new knowledge or skills you are developing; (4) Discuss some of the disappointments, surprises, and highlights from your experience; and (5) How have the experiences from this internship influenced your future career plans? Papers will be marked down 20% for each day late.

WEEKLY DISCUSSION FORUMS (DUE EVERY FRIDAY by 9pm Eastern time)
Each student is expected to participate in five discussion forums throughout the semester, to discuss your internship with other students from the course. Students will be given two options for the weekly discussions: 1) attend a Zoom meeting with other students (date and time will be posted on D2L); OR 2) answer and post questions within the Discussion Form.

- For those students who choose option 1, a date and time will be determined along with a link to the Zoom meeting. Students MUST participate in the meeting in order to receive points for this option.
- For those students who choose option 2, their first post must be completed by Wednesday of each week and their responses must be posted by that Friday.

While students are welcome to participate in more than five discussion forums, no more than 50 points (10 points per discussion) can be earned from this activity toward your final grade. More information about the discussions will be available online.

SITE EVALUATION FORM (DUE FRIDAY, AUGUST 11th, 9pm Eastern time)
I would like to know your impressions of your internship site. Would you recommend it to others? What was positive? What needs to be improved? A site evaluation form can be found
on the D2L website. When submitting your site evaluation form, please save it as:
lastname_firstname_sitename. The site evaluation form will NOT be accepted late.

INTERN EVALUATION FORM (DUE THURSDAY, AUGUST 17th, 9pm Eastern time)
You are responsible for asking your internship supervisor to complete an evaluation of your work (the form is in the Assignments folder in D2L) and to submit that form to Dr. Katie Gregory directly, either through email (gregor22@msu.edu), mail (Katie Gregory, Psychology Department, 316 Physics Rd., MSU, East Lansing, MI 48825), or fax (517-432-2476). I use this form in part to write your letter of recommendation for you, and may use it to determine the number of points you should receive, so this is extremely important.

GRADING
This course is graded on a Pass / No Pass basis. Students can earn up to 320 points over the semester and must earn a minimum of 250 points to pass the class.

14 weekly logbook @ 15 points each 210 pts
1 paper reflecting on your experience and integrating theory w/ practice 50 pts
1 site evaluation form @ 10 points 10 pts
5 weekly discussion forums @ 10 points each 50 pts
TOTAL POINTS POSSIBLE 320 pts

In addition to this point system, there is potential for immediate termination (with a grade of 0.0/NP for both semesters) due to illegal, unethical or improper behavior. Additionally, if a student fails to complete the internship (by not fulfilling their total number of hours including direct service hours), they will receive a 0.0 for PSY 381 and a NP for PSY 382. Students also MUST ensure that their supervisor’s evaluation of their performance is submitted to the instructor by the due date in order for their grade to be released. Failure to do this could result in failing the course.

D2L TRACKING
Please be aware that D2L tracks all student login information. For example, it tracks when you have logged into D2L and when you have logged out. It also tracks when you submit assignments. This is helpful for the instructor because it allows me to resolve issues if there is a problem with the D2L system in terms of logging on and/or gaining access to the various sections of the site. Tracking can also help me resolve disputes about assignments. D2L tracking also can reveal academic misconduct.

LETTERS OF RECOMMENDATION
Please remember that although this course is pass/fail, I will be basing letters of recommendation on a number of factors: (1) how much effort you put into all aspects of the course, (2) the extent to which you demonstrated the ability to transfer theory into practice, and (3) your internship supervisor’s evaluation of your work. Therefore I do not recommend you only focus on obtaining the minimum number of points needed to pass this class. I hope you put 100% of your effort into this experience so you will get 100% out as well.

*This syllabus is subject to modifications. Any modifications will be posted to the course web site at least one week prior to implementation. It is the responsibility of the student to regularly check the course web site for additional materials and course updates.