

# PSY 382, Section 732: Psychology General Internship Course Summer 2020 Syllabus\*

## Instructors:

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## Office Hours:

Due to this course being taught online, there are no scheduled office hours. Feel free to contact the instructors by email at any time. **Please type PSY 382 in the subject line and include all instructors in the e-mail.** One of us will try to reply within 24 hours. Do not wait until the last minute to do assignments to allow us time to reply to your questions.

## General Information:

This course will be using Desire 2 Learn for on-line course management and communication. You can access D2L by going to <https://d2l.msu.edu>. You will be asked to enter your MSU NetID and password. 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.

## Required Materials for this Semester:

There are no required materials; all articles will be provided in D2L.

## Course Purpose:

The purpose of this course is to provide you with an opportunity to try out a field of interest while taking time to increase your job network, learn transferable skills, and reflect on your career readiness plan. During this semester you will be spending the majority of your time as an intern at a designated placement site that you have found that relates to your career goals.

## Course Format:

This online course provides you with the opportunity to receive structured supervision of your internship experience no matter where your work occurs. You may sign up for a minimum of 3 to a maximum of 12 credits this semester, and must work 3 hours per week at your organization per credit hour (from 9 to 36 hours per week). In addition to the time spent working in your placement, you are expected to complete the following activities through the D2L website set up for this course:

## Course Assignments

### Weekly Discussion Boards:

- Each student is expected to participate in the discussion boards throughout the semester, to discuss your internship with other students from the course. During this course, students will be assigned a discussion group in an effort for you to get to know one another better and share more thoughtful and reflective posts. It is expected that you post each week to the discussion as well as reply to at least one other group member's post. **Your first post should always be done no later than Wednesday of each week** to give everyone

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time to comment on it and to allow you to comment on other classmates' posts. Reflecting on your experience and learning from your peers is a crucial component to this course. ***There will be 10 graded discussion boards each worth 20 points for a total of 210 points.*** Grades will be assigned based on the thoughtfulness and details of your post as well as your engaging responses to your group members.

**Bi-Weekly Hour Log:**

- Beginning on Monday, June 1st and ending on Thursday, August 13th (11 weeks), students are expected to maintain bi-weekly hour logs. In the D2L site, there is an hour log that you will need to download and fill in every 2 weeks. Hour logs will be evaluated on their completeness and thoughtfulness.
- Your hour log will track your total hours completed during the course of the internship as well as ask you to list the skills you have learned in the past 2 weeks, any challenges you faced, a proud moment, and areas you hope to improve.
- We will use your hour log as one way of determining your grade for this course. You need to electronically submit your hour log to D2L by **11:59 PM (EDT)** on the bi-weekly dates listed below. Hour logs submitted late will be marked down 5 points for each day late.

Weeks 1 & 2	Due Sunday June 14 <sup>th</sup> by 11:59 PM
Weeks 3 & 4	Due Sunday June 28 <sup>th</sup> by 11:59 PM
Weeks 5 & 6	Due Sunday July 12 <sup>th</sup> by 11:59 PM
Weeks 7 & 8	Due Sunday July 26 <sup>th</sup> by 11:59 PM
Weeks 9 & 10 <ul style="list-style-type: none"> <li>• <b>In this log you will input the number of hours you expect to complete for the final week (week 11)</b></li> </ul>	Due Sunday August 9 <sup>th</sup> by 11:59 PM

- Each log is worth 10 points (10 pts x 5 logs = 50 possible points). Each section is worth 2 points (Sections include (1) hours for the 2 weeks; (2) skills learned; (3) challenges; (4) proud moment; (5) areas to improve). The instructor will base grades on information provided in your bi-weekly hour log, discussions with the student, and/or direct information received from the internship agency supervisor.
- Please follow the instructions on D2L for accurately completing and submitting your bi-weekly hour log. The instructors will leave feedback on your hour log submissions, so please read the comments. This is where you will learn if you are doing them correctly and where we will reply to your questions/challenges listed for that log.

**Odyssey Plan:** Due: Sunday July 5<sup>th</sup> at 11:59 PM

- Odyssey is defined as a long journey full of adventures; a series of experiences that give knowledge and understanding to someone. In the MSU career handbook, they have an exercise that details how to create your odyssey plan. The idea behind this assignment is for you to think about multiple plans that you would be happy living. We all know that life does not always go as planned, but rather than just a series of back-up plans your odyssey plan is a collection of three unique paths that you could see yourself achieving. Links to the career handbook with detailed instructions and a blank odyssey plan template are available in the D2L site, if you have a MSU career handbook you can reference this exercise on pages 20-21. Ideally, you will

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download the blank odyssey plan and print it so that you can handwrite and add drawings, icons, and/ or symbols to your plan. Once complete scan, take a picture, or download the free app “Genius Scan” to take a picture and save as a pdf to then submit the assignment on D2L by Sunday July 5<sup>th</sup> at 11:59 pm. If you are unable to print there is an electronic fillable pdf file in the D2L site that will allow you to type your plan and save it for submission to the D2L dropbox. (30 possible points)

**Site Evaluation Form:** Due: Sunday July 26<sup>th</sup>, 11:59 PM EDT

- We 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 course website. Please complete the evaluation by July 26<sup>th</sup> 11:59 PM and submit it to the evaluation Dropbox. (20 possible points)

**Intern Evaluation Form:** Due: Sunday July 26<sup>th</sup>, 11:59 PM ED

- You are responsible for asking your internship supervisor to complete an evaluation of your work (the form is on D2L) and to submit that form to Lindsay Spitzley directly by email [spitzlin@msu.edu](mailto:spitzlin@msu.edu).

*\*You cannot pass this course without this evaluation form completed by your supervisor, so please do not wait until the last minute, this is extremely important.*

**Critical Thought Paper:** Due: Sunday August 2<sup>nd</sup>, 11:59 PM EDT

- Write a 2 - 3 page “critical thought” paper about your internship experience to date. Specifically, be sure to include: (1) what you have learned about the population/organization with whom you are working; (2) what you have learned about the organizational structure and communication styles; (3) any new knowledge or skills you are developing; (4) disappointments, surprises, and highlights from your experience; and (5) how the experiences from this internship will (or won't) influence your future career plans. (80 possible points)

**Resume Update:** Due: Sunday August 9<sup>th</sup> by 11:59 PM EDT

- For this assignment, you will simply need to add your internship experience to your current resume. It is good practice to make sure you are updating your resume after/during your experiences rather than waiting until you need your resume for a job/volunteer application. This allows you to always have your resume ready to go when an opportunity arises. Your hour log that will be used during this course is designed to have you record skills and proud moments that will allow you to have a place to return to when updating your resume to make sure you are not leaving out key skills you have gained. (20 points)
- You all should have had your resume reviewed prior to beginning this course by the College of Social Science career advisors/peer. If you did not do this, now would be a good time to complete this. It is also suggested to submit it to be reviewed again after adding your current internship experience. You can submit your resume for an electronic review by using this form:  
[https://docs.google.com/forms/d/e/1FAIpQLSefjThrupu8bGgw5gSLtLyEkgHUPjoPSqKCsw\\_EQqr762L3L3A/viewform](https://docs.google.com/forms/d/e/1FAIpQLSefjThrupu8bGgw5gSLtLyEkgHUPjoPSqKCsw_EQqr762L3L3A/viewform).

**Late Assignments:**

Late assignment submissions will be allowed up to 3 days after the assignment deadline. For each day late 5 points will automatically be deducted from the total possible points.

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### **Academic Honesty:**

Legalistic Details: Article 2.3.3 of the Academic Freedom Report states that "The student shares with the faculty the responsibility for maintaining the integrity of scholarship, grades, and professional standards." In addition, the Psychology Department adheres to the policies on academic honesty as specified in General Student Regulations 1.0, Protection of Scholarship and Grades; the all-University Policy on Integrity of Scholarship and Grades; and Ordinance 17.00, Examinations. For extensive details, see Spartan Life: Student Handbook and Resource Guide. Further information about Academic integrity can be found on a website provided by the MSU Ombudsman (<https://ombud.msu.edu/resources-self-help/academic-integrity>). Make sure you are familiar with MSU definitions regarding academic dishonesty.

### **Grading:**

This course is graded on a Pass / No Pass basis. Students can earn up to 400 points over the semester and **must earn a minimum of 300 points** to pass the class. Not turning in assignments will hurt your ability to get a letter of recommendation from the instructors.

10 discussion board article review posts 20points/post	200 total points	Post weekly in D2L site
5 bi-weekly activity/hour logs 10points/log	50 total points	Due Sunday June 14th by 11:59 PM Due Sunday June 28th by 11:59 PM Due Sunday July 12th by 11:59 PM Due Sunday July 26th by 11:59 PM Due Sunday August 9th by 11:59 PM
Odyssey Plan	30 points	Due July 5 <sup>th</sup> by 11:59 PM
Evaluations	20 points	Due July 26 <sup>th</sup> by 11:59 PM
Critical Thought Paper	80 Points	Due August 2 <sup>nd</sup> by 11:59 PM
Resume Update	20 points	Due August 9 <sup>th</sup> by 11:59 PM
<b>Total points possible</b>	<b>400 points</b>	

In addition to this point system, there is potential for immediate termination (with a grade of 0.0/NP) due to illegal, unethical or improper behavior, which includes not following project guidelines and philosophies when conducting your internship. You also **MUST** ensure that your supervisor's evaluation of your performance is submitted to the instructor by the due date in order for your grade to be released. Failure to do this could result in failing the course.

### **Number of Hours You Need to Complete**

Due to COVID-19 this course has a later than usual start date making the course 11 weeks. Your total internship hours still needs to reach the total number of hours that would have typically been required for the 14-week internship course in order for you to earn the credits you have enrolled. Please see below to ensure that you will complete the required number of hours for your credit enrollment:

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3 credits: Total of 117 hours  
4 credits: Total of 156 hours  
5 credits: Total of 195 hours  
6 credits: Total of 234 hours  
7 credits: Total of 273 hours

8 credits: Total of 312 hours  
9 credits: Total of 351 hours  
10 credits: Total of 390 hours  
11 credits: Total of 429 hours  
12 credits: Total of 468 hours

You are expected to work a minimum of 11 weeks over the summer unless prior arrangements have been made with the instructor. One point of this internship is for you to spend an extended period with an organization. ***This means that even if you have completed all of your required total hours prior to the end of the course, you CANNOT end your internship early.*** If a situation related to the COVID-19 pandemic arises that prevents you from completing your required hours please reach out to the instructor immediately.

### **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.

### **Submitting Assignments:**

1. Save file as: Lastname\_Firstname\_AssignmentName
  - a. Example: Spitzley\_Lindsay\_CriticalThought (please use the underscore, do not just use a space)
2. Save as a .doc—**NOT** a .docx
3. Attach the document in D2L
  - a. Do not copy and paste your logbook into the D2L comment box
4. After you submit your logbook, go back and check to make sure the document was successfully attached (you will see the attached document's file name if it was attached correctly)
  - a. If you have issues with uploading your assignments, please email the instructors before the deadline.
  - b. Your assignments will be considered late and points will be deducted accordingly if the document is not attached AND you do not email it to the instructor to inform them of issues.
  - c.

### **TITLE IX and Your Internship:**

Title IX is part of the Education Amendments of 1972 and is enforced by the U.S. Department of Education. This federal law prohibits discrimination on the basis of sex in education programs or activities operated by recipients of federal financial assistance. Title IX helps to foster safe and respectful University environments that better protect students, faculty and staff from incidents of sex-based discrimination and sexual harassment, including sexual violence, relationship violence and abuse. Since your internships will be held off of campus, in conjunction with a community organization, business, or governmental entity, each internship site must also agree to provide you with their HR policies regarding sexual and workplace harassment and agree to safeguard your Title IX rights throughout the internship experience. If you are concerned about possible violations of your rights, please inform your instructor as soon as possible, so we can ensure that you are treated in accordance with your Title IX rights.

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