Department of Psychology
MA in Program Evaluation
PSY 886: Evaluation Practicum Preparation
Spring 2021 Syllabus

Part 1: Course Information

Instructor Information

Instructor: Ana Coghlan
Office: Virtual
Office Hours: By appointment (email to schedule)
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Course Description

This course is designed to guide you through the process of securing a practicum placement. In your practicum you will work alongside an evaluation practitioner for two semesters in a professional evaluation setting to gain a first-hand understanding of how to apply the theory, methods, and skills learned in prior classes. For each of the two semesters of the practicum sequence, students are required to work in their placement for 210 total hours (avg. 15 hours/week for 14 weeks), for a total of 420 hours.

In preparation for practicum, by the end of this semester you will have:

- Developed a compelling resume and cover letter
- Identified and made verbal contact with potential practicum sites
- Interviewed for positions at potential practicum sites
- Selected a site and identified an on-site supervisor to oversee your practicum experience and evaluate your performance
- Negotiated terms for the practicum with the on-site supervisor and submitted a draft learning contract to instructors
- Provided on-site supervisor with draft of your learning contract
- Signed a learning contract with the on-site supervisor

To achieve the objectives listed above, you will work through six online modules over the course of the semester. These modules are described in the course outline/schedule section below. If your preferred and likely practicum site is your current place of employment or internship, please notify the instructor using D2L email, as you may be eligible for exemption from some Module 4 and 5 assignments.

Course Materials

- There are no required texts for this course.

Course Requirements

- A high-speed (broadband) internet connection
- Computer manufactured within the last four years
- Minimum screen resolution of 1024x768
- Access to Desire2Learn (D2L).

Course Structure

This course will be delivered entirely online through the course management system Desire2Learn. You will need your MSU NetID to login to the course from the MSU Desire2Learn home page (http://D2L.msu.edu).

In Desire2Learn, you will access online lessons, course materials, and additional resources. Activities will consist of readings, worksheets, and discussions.

This course is built on a weekly framework**.** The course materials will open on **Monday at 12:00AM Eastern Time** for that week. Assignments may be completed and submitted at any time during the week they are due, however, all materials need to be posted by no later than **11:59 pm Eastern Time on the following Sunday**, or on the date indicated in the course outline below. Weekly course folders will remain open throughout the semester.

Technical Assistance

If you need technical assistance at any time during the course or to report a problem you can:

- Visit the Distance Learning Services Support Site
- Visit the Desire2Learn Help Site

Part 2: Course Objectives

Learning Objectives

Upon completion of this course, you should be able to:

- Identify areas of strength and weakness in your evaluation competencies
- Identify practicum sites that are consistent with your interests and promote the development of your evaluation competencies
- Write a compelling resume and cover letter
- Conduct a successful practicum placement interview
- Develop a learning contract
- Negotiate a successful field placement in a site that meets your interests and learning objectives.

You will meet the objectives listed above through:

- Reading materials
- Completing written assignments
- Participating in discussions

Core Competencies

This course will support the development of core competencies for program evaluators within the following six domains:

- *Professional Practice*
- *Situation Analysis*
- *Reflective Practice*
- *Interpersonal Competence*
- *Project Management*
- *Systematic Inquiry*

Part 3: Course Outline/Schedule

Important Note: Activity and assignment details will be explained in detail within each week's corresponding learning module. If you have any questions, please contact the instructor.

Dates	Topic	Activities (in D2L)	Due Dates
Jan 11-17	**Module 1: Course Overview**	READ: Learn the Course Purpose, Objectives, and Structure READ: PSY 886 Syllabus READ: Learn More about Ana DO: Introduce Yourself (Discussion)	Initial discussion post due by 11:59pm Eastern Time on Tuesday, **January 12** Response post due by 11:59pm Eastern Time on Sunday, **January 17**
	Module 2: Thinking about Practicum Settings, Issues, and Skills	READ: Setting My Priorities Assignment DO: Thinking about Issues Worksheet DO: Thinking about Settings Worksheet DO: Thinking about Skills Self-Assessment DO: Thinking about Skills Worksheet DO: My Site Selections Priorities Worksheet	All worksheets submitted by 11:59pm Eastern Time on Sunday, **January 17**
Jan 18 -24	**Module 3: Finding Potential Placements**	READ: Three Potential Placements Assignment READ: 6 Strategies for Finding Potential Placements DO: Three Potential Placements worksheet DO: Check-in and Troubleshooting 1 (Discussion)	Initial discussion post due by 11:59pm Eastern Time on Tuesday, **January 26** Final discussion post due by 11:59pm Eastern Time on Sunday, **January 31** Three Potential Placement Assignment submitted by 11:59pm Eastern Time on Sunday, **February 7**

Dates	Topic	Activities (in D2L)	Due Dates
Jan 25 - 31	**Module 4: Writing a Resume and Cover Letter and Making Contact**	READ: Cover Letter, Resume, and Making Contact Assignment READ: Tips for Outstanding Resumes READ: Tips for Outstanding Cover Letters READ: MSU Career Passport DO: Draft a cover letter and resume DO: Mail out your cover letter and resume READ: Initial Call Sample Script DO: Make verbal contact with potential sites	First draft of cover letter and resume are due at 11:59 Eastern Time on Sunday, **January 31** Second draft of cover letter and resume are due at 11:59 Eastern Time on Sunday, **February 7** Mail out your resume and cover letter no later than 11:59 Eastern Time on Sunday, **February 14** Make verbal follow-up contact with the potential sites no later than 11:59 Eastern Time on Sunday, **February 28**
Feb 1 – 7	**Module 5: Interviewing for your Practicum Placement**	READ: Interviewing and Site Selection Assignment READ/DO: Read Tips for a Successful Interview and use the online resources to develop your interviewing skills DO: Complete Interviewing Reflection Worksheet DO: Complete Site Selection Worksheet DO: Check-in and Troubleshooting 2 (Discussion)	Interview Reflection Worksheet due 11:59 Eastern Time on Sunday, **February 14** Initial discussion post due 11:59 Eastern Time on Thursday, **March 4**[*] Final discussion post due 11:59 Eastern Time on Sunday, **March 7** Site Selection Worksheet due 11:59 Eastern Time on Sunday, **March 21**

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[*]Please note that most initial discussion posts are due on a Tuesday; however, as per the Provost's order and to give students a brief break, no assignments are to be due March 2-3. Thus, this assignment is due on a Thursday.

Dates	Topic	Activities (in D2L)	Due Dates
Mar 1 - 7	**Module 6: Creating a Learning Contract**	READ: Creating a Learning Contract Assignment READ: Sample Learning Contract DO: Create a draft and final Learning Contract DO: Check-in and Troubleshooting 3 (Discussion)	Draft learning contract due 11:59pm Eastern Time on Sunday, **April 4** Initial discussion post due 11:59 Eastern Time on Tuesday, **April 6** Final discussion post due 11:59 Eastern Time on Sunday, **April 11** Final learning contract due 11:59pm Eastern Time on Sunday, **April 30**

Part 4: Grading Policy

This course is graded on a Pass/No Pass basis. Students can earn up to 240 points over the semester by completing the assignments listed in the table below. Students must earn a minimum of 192 points (80%) to pass the class. You must pass PSY 886 in order to register for PSY 889.

Assignment	Points
"Introduce Yourself" Discussion Forum	10
Setting My Priorities Worksheets	40
Three Potential Placements Worksheet	30
"Check-in and Troubleshooting Part 1" Discussion Forum	10
Resume	30
Cover letter	30
Interviewing Reflection worksheet	10
Site Selection worksheet	10
"Check-in and Troubleshooting Part 2" Discussion Forum	10
Learning Contract	50
"Check-in and Troubleshooting Part 3" Discussion Forum	10
Total Points Possible	**240**

Late Work Policy

Late work will only be accepted if you email the instructor regarding the delay within 24 hours of the due date. An assignment is considered late if it is submitted after 11:59 PM Eastern Time of the due date. Assignments that are turned in late will be marked down 10% for each day late.

Viewing Grades

Grades will be available in the D2L Gradebook within one week of the assignment due date.

Part 5: Course Policies

Participate

Students whose names do not appear on the official class list for this course may not participate with this class. Students who fail to log-in during the first two weeks will be dropped from the course.

You are expected to participate in all online activities as listed on the course calendar. If you miss more than two consecutive weeks of class, i.e., do not participate actively in class assignments or activities, and have not communicated the instructor to be excused from class, you will receive a failing grade of 0.0 in the course.

If you are going to be absent from class for a week (or more) and are unable to complete an assignment on time, you must inform the instructor in advance to be formally excused and still receive credit for the assignment. You must provide the instructor with an explanation in writing at least 24 hours before the absence. Emails received later than this will not be honored and your assignment will not be accepted.

If you have an emergency situation, the instructor must be contacted prior to the assignment due date to make alternative arrangements. Otherwise, you will receive a 0.0 for the missed assignment(s).

Complete Assignments

All assignments for this course will be submitted electronically through Desire2Learn unless otherwise instructed. Assignments must be submitted by the given deadline or special permission must be requested from instructor before the due date. (See Late Work Policy.)

All discussion assignments must be completed by the assignment due date and time. Late or missing discussion assignments will affect your grade.

Understand When You May Drop This Course

It is your responsibility to understand when you need to consider un-enrolling from a course. Refer to the Michigan State University Office of the Registrar for important dates and deadlines.

Drops and Adds

The last day to add this course is the end of the first week of classes. The last day to drop this course with a 100 percent refund and no grade reported is **2/12/21** at 8:00pm Eastern Time. You should immediately make a copy of your amended schedule to verify you have added or dropped this course.

Inform Your Instructor of Any Accommodations Needed

Michigan State University is committed to providing equal opportunity for participation in all programs, services and activities. If you have a documented disability and verification from the Resource Center for Persons with Disabilities (RCPD), and wish to discuss academic accommodations, please contact your instructor as soon as possible. It is the student's responsibility to provide documentation of disability to RCPD and meet with an RCPD specialist to request special accommodation before classes start.

Once your eligibility for an accommodation has been determined, you will be issued a verified individual services accommodation ("VISA") form. Please present this form to the instructor at the start of the term and/or two weeks prior to the accommodation date (test, project, etc). Requests received after this date will be honored whenever possible.

RCPD may be contacted by phone at (517) 884-7273 (884-RCPD), or via their website (http://www.rcpd.msu.edu). RCPD is located in 120 Bessey Hall, near the center of the Michigan State University campus, on the southwest corner of Farm Lane and Auditorium Road.

Commit to Integrity

Academic Honesty

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. (See Spartan Life: Student Handbook and Resource Guide and/or the MSU Web site: www.msu.edu.)

Academic integrity is a minimal expectation of this course. Academic dishonesty in any form will not be tolerated. Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabricating information or citations, facilitating acts of academic dishonesty by others, and submitting work of another person. Any student involved in academic dishonesty will be reported to the Office of Academic Affairs and the Office of Student Affairs and a grade of 0.0 may be issued for the course.

Lectures and other course materials must remain the property of the Department of Psychology and must not be copied from the internet for distribution to anyone who is not registered for this course. Online

discussions and exercises are confidential and should not be discussed with others who are not enrolled in the class.

It is important for each course participant to express his/her ideas. All ideas need to be respected in discussions and exercises. Any "group projects" that are required, still require individual work as a minimal expectation.

All assignments are to be done on your own, without the assistance of additional materials, i.e., internet, texts, articles, other people, etc., unless you are instructed to do otherwise. This includes weekly assignments and exams.

Plagiarism

Plagiarism is taking credit for someone else's work or ideas, submitting a piece of work (for example, a paper, assignment, discussion post) which in part or in whole is not entirely your own work without fully and accurately attributing those same portions to their correct source. This includes information taken from the Internet.

Unless authorized by their instructor, you are expected to do your own, original work on each assignment in each class. If you recycle your own course work from one class to another, you may face an allegation of academic dishonesty. If your instructor believes you have committed an act of plagiarism, he/she may take appropriate action, which includes the issuing of a "penalty grade" for academic dishonesty. Article 11 of the Academic Freedom Report for Students at Michigan State University, or the "AFR," defines a penalty grade as "a grade assigned by an instructor who believes a student to have committed academic dishonesty. . . ." A penalty grade can include, but is not limited to, a failing grade on the assignment or in the course.

For examples of what constitutes plagiarism, see:

- [Indiana University Writing Tutorial Services](#)
- [Purdue Online Writing Lab](#)
- [University of Alberta Guide to Plagiarism](#)

Note: The instructor reserves the right to make changes to the syllabus during the course of the semester. Changes will be announced in the course announcement area.