

## Human Services

# Internship Training

Spring 2021 | Psy 381 | Synchronous Online | Prerequisite: Psy 101 | 3 credits

## COURSE DESCRIPTION

This course is the first in a two-semester sequence designed to provide you with an opportunity to develop the specific skills needed when providing direct service to individuals in the community. We will apply theories underlying human behavior to real-world scenarios, sharpen empathy skills, and gain valuable experience interacting with diverse individuals and settings.



Professor:

**Dr. Katie Clements**

Pronouns: she/her

[vadnais3@msu.edu](mailto:vadnais3@msu.edu)

I will respond within  
1 business day.



**Class - Zoom**

Tuesdays 12:40-  
3:30pm



**Office Hours - Zoom**

Mondays 3:00-4:30pm

Graduate Assistants:

**Jessica Saucedo**

Pronouns: she/her

[sauced23@msu.edu](mailto:sauced23@msu.edu)

**Office Hours - Zoom**

Friday 2:00 – 3:00

## COURSE OBJECTIVES

Throughout this course, you will:

- ✓ Explore options and opportunities for internships and long-term careers in human services
- ✓ Develop service provision skills like effective communication, conflict resolution, active listening, and crisis intervention
- ✓ Understand the structural barriers facing people seeking services and practice strategies to reduce those barriers on individual and societal levels
- ✓ Obtain summer internship in human services

## CLASSROOM PHILOSOPHY

I teach with these principles:

- ✓ We are whole people. I respect your “whole personness.”
- ✓ We all must be active learners.
- ✓ We co-create our classroom environment – even virtually!

## COFFEE HOURS

- Join at: <https://msu.zoom.us/j/93013293196>
- During times above, or by appointment
- Bring your questions or comments

## REQUIRED TEXT

- Desmond, M. (2016). *Evicted*. NY: Penguin Random House, LLP.
  - Physical and [electronic copy](#) at MSU library
  - Buy at local bookstore in person or local bookstore on [bookshop.org](http://bookshop.org)
  - Buy on [Amazon](http://Amazon) starting at \$4.99
- All other material available via D2L

## COURSE FORMAT

- Complete assigned reading prior to class
- Course is structured like a training seminar, rather than traditional university lecture



# COURSE REQUIREMENTS

The following are the course activities and assignments. Full assignment instructions in D2L.



## Scholarly Reflections (35%)

As part of meeting the course objective of understanding the challenges and barriers of people seeking services, you will complete reading reflection assignments. These are designed to build critical scholarly skills by applying concepts discussed in class to content assigned for independent reading.



## Internship Prep Assignments (20%)

To help you obtain an internship, you will complete several assignments designed to provide you the materials and resources necessary to secure one. These include:

- Draft of resume and cover letter
- Revised resume and cover letter
- Potential internship sites
- Signed internship contract

Each of these are designed to support you on the path to securing an internship.



## Small Group Discussion (40%)

As part of meeting the course objective of developing service provision skills, you will practice these in small groups during class meetings. We'll get comfortable with discomfort! There is just no better way to know how to respond to situations you have not encountered than to practice. Some of these activities will be role plays to practice specific skills, but some of these will be more traditional small group discussion activities.



## Attendance (5%)

There is an attendance component to your grade. At the end of each class, you will complete a short journal entry. You may write anything that has come up for you during the class meeting. I will provide some writing prompts, but you can expand beyond those. There are no right or wrong responses, and these will not be graded for content or shared in any way. You will not be able to submit a journal entry if you did not attend class.

## Exceptions and Additions to the Grading System Criteria



### Drops/Terminations

Should you drop or be terminated before the end of PSY 382, you will receive a 0.0 for PSY 381 and a 'No Pass' for PSY 382. Please come talk to me about your concerns or challenges before it gets to that point!



### Ethics and Laws

There is potential for immediate termination (with a grade of 0.0 for PSY 381 and NP for PSY 382) due to illegal, unethical or improper behavior.



### Instructors' right not to assign internship

I reserve the right to not assign internships to students whom I feel have not demonstrated an adequate grasp of the course material or who have not shown adequate independence and responsibility. You are responsible for attending, participating, and contributing to the cultivation of our classroom environment. We will make every effort on our part to resolve the problem(s) first.

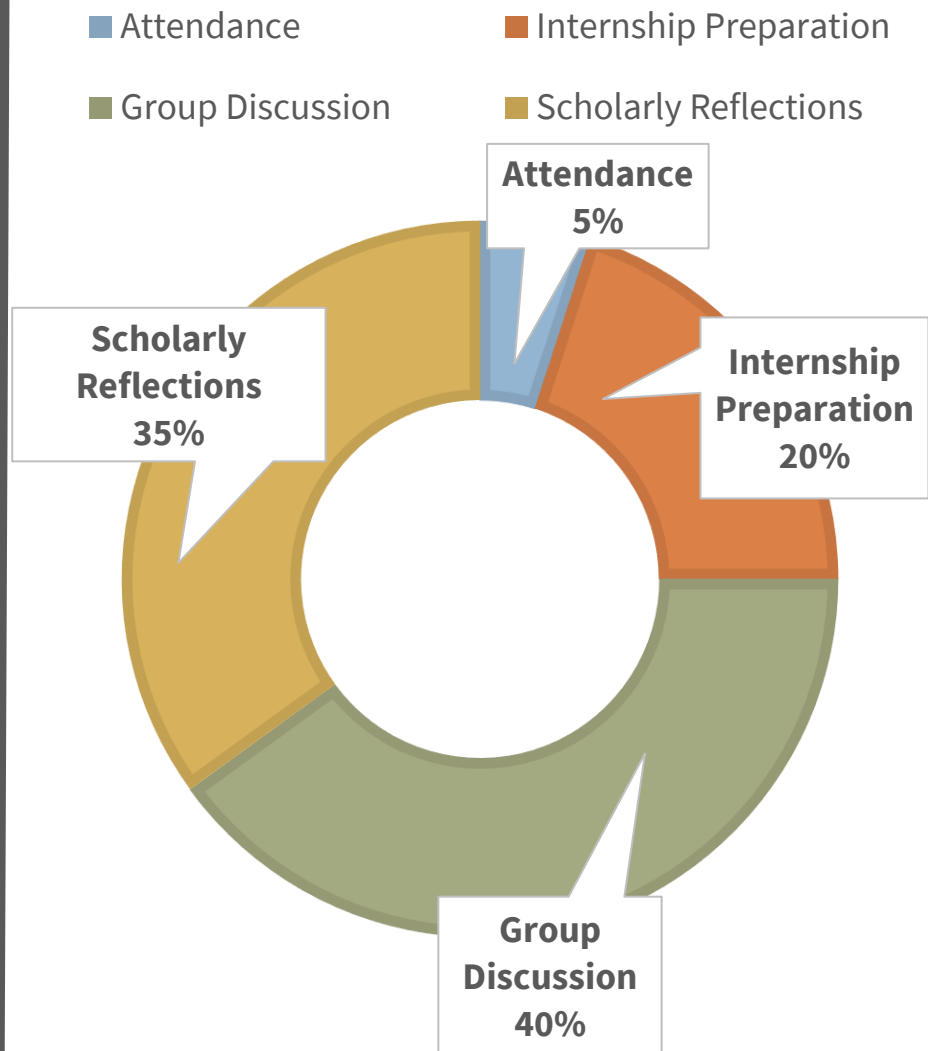
# GRADING POLICIES

The grading scale and points allocated per assignment are shown below.

PSY 381 grades will be held until the end of the second semester (382) and will then be recorded on students' transcripts. Until that time, PSY 381 grades will be recorded as "ET." If this is a problem for anyone because of financial aid or scholarships, please see the instructor. Grades are calculated separately for PSY 381 and PSY 382. In the first semester (381) students will receive numerical grades based on their demonstrated understanding of the course material. Please note that the second semester of this course is graded on a Pass / No Pass basis.

Grading Scale	
Grade	%
4.0	89.5-100
3.5	84.5-89.4
3.0	79.5-84.4
2.5	74.5-79.4
2.0	69.5-74.4
1.5	64.5-69.4
1.0	59.5-64.4
0.0	<59.4

## Assignment Distribution



# POLICIES & EXPECTATIONS

The following describe various policies that will be enforced during the semester.



## Deadlines and Due Dates

- Class: Fridays 9:10am-12pm ET on Zoom
- Most assignments due by class start

Note exceptions in the syllabus (e.g., journals). I will make accommodations for students who are unable to meet deadlines due to Covid-19. This will not harm your performance or put you at a disadvantage in this class.



## Academic Misconduct

Both students and faculty are responsible for "maintaining the integrity of scholarship, grades, and professional standards," per MSU's [Student Rights and Responsibilities](#) and the [Spartan Code of Honor](#). In addition, the Psychology Department adheres to 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. Your work must be your own original work, and all contributing ideas must be cited. If you are unsure, contact me.



## Civility (Non-Academic Misconduct)

Developing a successful online learning space requires extra attention to the *way* we engage each other. Our actions affect everyone in our community. This class may offer the opportunity to challenge and explore our own beliefs and we may find ourselves challenging other people's beliefs as well. Please remember that everyone is going to move through this material in their own way and from the lens of their own experiences, and if you challenge your classmates make sure it is with the goal of enhancing each other's learning.



## Course Management Software (D2L)

- We use D2L (<https://d2l.msu.edu/>) for online course management *and communication*.
- Please manually set your D2L emails to forward to your @msu.edu email (in D2L email settings)
- Know how to check for announcements and messages in D2L.



## Limits to Confidentiality

Please note that **the instructor of this course and the graduate TAs are mandated reporters**. We are required to report all incidents of relationship violence and sexual misconduct that involve students, faculty, or staff, occurred at a University-sponsored event, or occurred on University property, and *even if these are reported in course materials*. Therefore, if you share such an experience with one of us, we will be required to share your name and the details of the disclosure to the Office of Inclusion and Equity (OIE) and MSU Police:

*Suspected child abuse/neglect, even if this maltreatment happened when you were a child; Allegations of sexual assault, relationship violence, stalking, or sexual harassment; and Credible threats of harm to oneself or to others.*

OIE will include these facts, (not your name) in the University's statistics on sexual and domestic violence. They will also reach out to you via email with additional university resources. It is entirely your decision to use any of the provided services or even respond to the University's email.



## Accommodations

Michigan State University is committed to providing equal opportunity for participation in all programs, services, and activities. Requests for accommodations by persons with disabilities may be made by contacting the Resource Center for Persons with Disabilities at 517-884-RCPD or on the web at [rcpd.msu.edu](http://rcpd.msu.edu). Once your eligibility for an accommodation has been determined, you will be issued a verified individual services accommodation ("VISA") form. Please email or have RCPD send this form to me as soon as possible or at least two weeks prior to the accommodation date (test, project, etc).

# TIPS FOR SUCCESS

You should expect a 4.0 in this class. Do the following, and you will succeed!



## Reading and Projects

Read the assigned text early in the week. They will help you develop an informed discussion post, reflections, and your project ideas. If you are confused about any part of the reading or have questions about what you read, bring your questions to Packback to ask your peers and me! The projects are worth the biggest portion of your grade and you should start early. You may choose ANY two course topics, which gives you plenty of time to think through your project design.

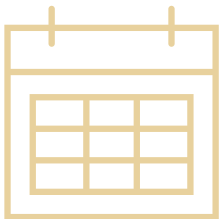


## External resources

I am very aware that students are facing additional financial strain. If accessing external resources like Packback presents a financial barrier for you, please reach out to [help@packback.co](mailto:help@packback.co) and ask for their financial assistance options. I have ensured they are willing and able to support students facing financial strain. I have also been compiling resources to help with your projects that are free (e.g., creating infographics, etc.)

## Weekly Schedule

I recommend maintaining a weekly schedule of activities for this and any other online courses. It can be extra difficult for some students to hold themselves accountable in fully online, asynchronous courses. The schedule below is just a suggestion, but I recommend sticking to something that works for you and spreads out the work.



**Monday:** Read, annotate  
**Tuesday:** Mini-lecture, Packback question  
**Wednesday:** ~270 break~  
**Thursday:** Packback respond and reply  
**Friday:** Project/Reflection



## How to Email

Email announcements will be sent to you through D2L. Check your email and D2L regularly for updates. It may be helpful to forward your D2L inbox to your regular MSU email. I will make every effort to respond to emails within 24 hours except on weekends and holidays. I expect you will extend the same courtesy and respond to emails in a timely manner to the other instructors and your classmates. Please consider emailing the TAs first. If you need to reach out with a question via email, include 'Psy 244' in your subject line so we can easily find your emails in our inboxes. Please write your email in a professional manner (i.e., greeting, complete sentences, your name).



## D2L

D2L will be used for administrative purposes including announcements, housing course documents (e.g., mini-lectures, assignments, readings), and recording grades. Mini lectures will be posted here, and may include deeper dives into some of our concepts, or highlight important concepts, depending on class needs. Please explore D2L widely, so you know how to track your progress. As an administrator, I can also see your progress. Please remember the D2L HelpDesk (accessed at <http://d2l.msu.edu> or by phone at 1-800-500-1554) is a great tool.



## Personal Success

Please utilize me as a resource to help you succeed, both in class and outside class. I want you to get an A and enjoy this class, do well at MSU, and still have a life with your friends, family, and hobbies. If one or more of those things are not happening, please connect with me so we can work together to figure out a plan to improve your situation.

# Resources for Students

Here are some resources that may be helpful to you academically or personally. The university is a huge institution, and if a different form of support would be useful, we will do our best to help you find it.



## MSU Backup Dependent Care Program

Michigan State University offers a Backup Dependent Care Program for children or elders. This is meant to be a backup option for students if their usual child or eldercare falls through and a lack of care would stop them from attending class or completing schoolwork. More information about the program can be found here:

<https://worklife.msu.edu/family-care/kids-parents/backup-care>.



## Student Basic Needs

Student Advocates for Basic Needs Security (SABNS) is a student organization that advocates on behalf of students for the equitable distribution and practice of providing for the basic needs of students. Basic needs as it relates to this purpose are defined as affordable housing, access to healthy food options, and access to the hygiene and other resources that contribute to student success. They offer four annual scholarships by nomination. Their website is: <https://socialwork.msu.edu/Student-Advocates-for-Basic-Needs-Security>.



## MSU Student Food Bank

The MSU Student Food Bank serves MSU students experiencing food insecurity by providing free food and related items. You can visit their website here: <https://foodbank.msu.edu/> or email them at: [foodbank@msu.edu](mailto:foodbank@msu.edu).



## Counseling Services

Free professional counseling services are available to all MSU students. To make an appointment call 355-8270 (TTY users call 353-7278) during business hours. Offices are in Room 207 Student Services Building. You may learn more about their services at

<https://caps.msu.edu/services/index.html>.



## Writing Center and Collaborative Learning Center

The Writing Center ([writing.msu.edu](http://writing.msu.edu)) and the Collaborative Learning Center ([nssc.msu.edu/clc](http://nssc.msu.edu/clc)) help develop writing skills and successful academic strategies.



## Confidential MSU Resources

There are several resources available for students who would like confidential support, without mandated reporting to OIE or MSU Police.

<p><b>MSU Counseling and Psychiatric Services (CAPS)</b> 3<sup>rd</sup> Floor Olin Health Center Building 463 E Circle Drive East Lansing, MI 48824 (517) 355-8270</p>	<p><b>MSU Sexual Assault Program</b> 207 Student Services Building 556 East Circle Drive East Lansing, MI 48824 (517) 355-3551 (office) (517) 372-6666 (24 hour crisis line) Website: <a href="http://www.endrape.msu.edu">www.endrape.msu.edu</a></p>
<p><b>MSU Safe Place</b> (517) 355-1100 Email: <a href="mailto:noabuse@msu.edu">noabuse@msu.edu</a> Website: <a href="http://safeplace.msu.edu">http://safeplace.msu.edu</a></p>	<p><b>University Ombudsperson</b> 354 Farm Lane, Room 129, North Kedzie Hall East Lansing, MI 48824 (517) 353-8830 Email: <a href="mailto:ombud@msu.edu">ombud@msu.edu</a> Website: <a href="http://www.msu.edu/unit/ombud">http://www.msu.edu/unit/ombud</a></p>

# COURSE SCHEDULE

Each week we will cover a scholarship or practice area. See the attached reading list for each week.

W	Date	Topic	Assignments & Projects Due
1	1/15	“Reading, Reflection, and Review” week Syllabus, D2L exploration	
2	1/22	Ecological Perspectives Person-First Language	
3	1/29	Locating Internship Sites Résumés & Cover Letters	Reading Reflection 1
4	2/5	Trauma Mental Health	Draft résumé and cover letter
5	2/12	Contacting Potential Internship Sites Interviewing for Internships	
6	2/19	Strengths-based Approaches	Revised résumé and cover letter
7	2/26	Structural Inequalities Power and Privilege	Reading Reflection 2 – Focused on Wk 7 topics
8	3/5	Ethics Substance Use	
9	3/12	Ineffective Communication Values Clarification	3 Potential Internship Sites
10	3/19	Active Listening Motivational Interviewing	
11	3/26	Crisis & Suicide Intervention Securing Placements	
12	4/2	Conflict Resolution	Client Experiences Paper
13	4/9	Case Management Securing Placements	
14	4/16	Boundaries Secondary Trauma	
15	4/23	University Study Days	Signed Internship Contract
16	4/30	Finals Week	<b>Evicted</b> Paper

This schedule is subject to change.

**Syllabus Clause:** We will try new things throughout this course to meet our needs. If and when we learn better ways to do that, we will implement them. As a result, this syllabus is subject to change.