

PSY-382 Internship Training in Psychology

COURSE SYLLABUS: Summer semester – May 11th to August 13th, 2020

INSTRUCTOR: Malu Castro, BA., castrokr@msu.edu, <https://msu.zoom.us/j/5861606694>

OFFICE HOURS AND PERSONAL MEETINGS:

Schedule appointments via Outlook Calendar. For help on how to use Outlook Calendar, please follow this link: <https://tinyurl.com/outlook-calendar>. Meetings will be held in the personal Zoom meeting rooms of the instructor and TA.

EMAIL POLICY:

When emailing the instructor with any questions you have regarding the course material and assignments, you should expect a reply within 24 hours of sending the email. Keep in mind the time of response (i.e., 24 hours) as you plan to work on assignments. **Emails sent after 5pm EST on Fridays will be answered the following Monday by 5pm.**

EMAIL ETIQUETTE:

Please review the syllabus *before* sending a question. If an email asks a question that can be answered by the syllabus the instructor and/or teaching assistant will simply refer the student to the syllabus for the answer.

Additionally, students should:

- Include “PSY 382” at the beginning of the subject line
- CC the TA on all emails to the instructor and vice versa
- Proofread the email
- Address the email (e.g. “Dear ___ “ or “Hi, _____”)
- Sign the email with a full name

D2L EMAIL:

To communicate via D2L email with the instructor and/or TAs, please do the following:

1. Login to the course via D2L ^[1]_[SEP]
2. Click on the communication tab at the top of the page ^[1]_[SEP]
3. Select “Classlist” ^[1]_[SEP]
4. Click on the instructor’s name “Castro, Malu” ^[1]_[SEP]
5. Write your email in the window that appears, which is the compose email message window. Whenever there is a need, a Zoom meeting can be scheduled, but email contacts must always be made by following the steps above.

TECHNOLOGY REQUIREMENTS:

- Access to Desire2Learn
- A high-speed (broadband) internet connection
- Computer manufactured within the last four years (or access to computers)

COURSE STRUCTURE:

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).

COURSE WEBPAGE:

This course will use D2L for: tracking grades, turning in assignments, participating in discussion boards, posting materials, and for email communication with the instructor. All papers will be submitted through D2L's TurnItIn to ensure originality of the work and check for plagiarism.

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 instructors because it allows us 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 us resolve disputes about assignments. D2L tracking also can reveal academic misconduct.

NUMBER OF HOURS YOU NEED TO COMPLETE:

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 journal 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 journal (see journal instructions below).

ASSIGNMENTS & GRADING CRITERIA:****ALL DUE DATES & TIMES ARE IN EASTERN STANDARD TIME****

This course is graded on a Pass/No Pass basis. Students can earn up to 350 points over the semester and must earn a minimum of 270 points to pass the class.

Assignment	Points per	Total Points
RVSM policy		30
Weekly journals (x14)	15 points each	210
Discussion forums (x5)	10 points each	50
Critical thought paper & resume		50
Site evaluation		10
Total Points Possible		350

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.

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:

RVSM POLICY (DUE MAY 22nd @ 11:59 PM):

MSU now requires internship sites to have a Relationship Violence Sexual Misconduct Policy (RVSM – some employers may call this a workplace sexual harassment policy) or to use MSU's RVSM policy to cover students working in their organizations. The instructor will email each internship site regarding this policy. ***Students must get a copy of internship's site's RVSM policy and upload it to D2L*** so that MSU has a record of the policy. If your immediate supervisor is unfamiliar with this policy, ask to speak to someone in Human Resources or verify with a supervisor whether or not the site has such a policy. If your site does **not** have an RVSM policy simply note this in a simple Word document and upload that to D2L; in this case your site will receive a copy of MSU's RVSM policy and you will be protected under that policy. If you have any concerns about sexual harassment in your workplace please contact your instructor immediately.

WEEKLY JOURNALS (DUE EVERY FRIDAY @ 11:59 PM)

Beginning on May 13th and ending on August 15th (14 weeks), students are expected to maintain weekly journals that detail your community work. I will use your journal as one way of determining your grade for this course. You need to electronically submit your journal on D2L by 11:59pm Friday each week, and each week should cover the preceding week (Saturday 12:00am - next Friday 11:59pm). **If this is a hardship due to your hours overlapping this**

time, please email me to set up an alternate time. Journals submitted late will be marked down 3 points for each day late.

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

Section 1: Logbook of weekly activities. The table should include the date of each activity, a brief description of the activity, and amount of time spent. Total amount of time spent per week must be included.

SAMPLE LOGBOOK

Week: 5/11 – 5/17		
Date	Activity	Time Spent (hours)
5/12	Orientation to agency	2.25
5/12	Agency training about providing service to seriously mentally ill clients	4.00
5/13	Training cont'd	8.00
5/14	Direct service	6.00
5/15	Direct service	4.00
5/16	Supervision meeting with direct supervisor	2.75
Current Week Hours:		27.00
Cumulative Summer Hours:		54.00

Section 2: Personal journaling. Use your journal not just to document your activities but to document your critical thinking as well. Types of things to cover might include: What specifically are you doing? What are you learning? What are your impressions of the agency in which you are working? What are your impressions of the clients with whom you are working? This is where you provide the detail of what you did and what your thoughts are about your internship and experiences you are encountering.

Section 3: Troubleshooting. What problems/obstacles, if any, did you encounter in the last week? What concerns do you have? What plans do you have for resolving them? Do you need our assistance in any area? If so, describe the problem and what assistance you would like. If no issues, write “No issues at this time.”

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?) We 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 Journals: All journals **must** be submitted in Word (.doc or .docx). Follow these steps when submitting your journal:

- Double click on “TYPE YOUR FULL NAME HERE” above and enter your name in the header
- Add a new entry to your journal document each week. By the end of the semester, the journal 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: castro_malu_week1 (please use the underscore, do not use a space; number the appropriate week)
- Upload the journal file to the corresponding weekly dropbox.

A Journal 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** journal.

JOURNAL DATES & WEEKS:

	Start	Friday	End
Week 1	5/11/20	5/15/20	5/17/20
Week 2	5/18/20	5/22/20	5/24/20
Week 3	5/25/20	5/29/20	5/31/20
Week 4	6/1/20	6/5/20	6/7/20
Week 5	6/8/20	6/12/20	6/14/20
Week 6	6/15/20	6/19/20	6/21/20
Week 7	6/22/20	6/26/20	6/28/20
Week 8	6/29/20	7/3/20	7/5/20
Week 9	7/6/20	7/10/20	7/12/20
Week 10	7/13/20	7/17/20	7/19/20
Week 11	7/20/20	7/24/20	7/26/20
Week 12	7/27/20	7/31/20	8/2/20
Week 13	8/3/20	8/7/20	8/9/20
Week 14	8/10/20	8/13/20	

CRITICAL THOUGHT PAPER & RESUME UPDATE**(DUE FRIDAY, JULY 31st @ 11:59 PM):**

Write a 2-3 page paper about your community engagement experience to date. Update your resume with your summer internship experience and upload this as well. The rubric for the paper and resume is posted on D2L.

Papers will be marked down 20% for each day late. **Grade appeals** on papers must: 1) be in writing, 2) clearly spell out why the student believes their work should be re-evaluated and include reference(s) to lecture materials or readings to support their argument, and 3) *be submitted via D2L email to the instructor within three business days of the grades for the paper being posted. Following the three-day period grades for papers are final and appeals will not be considered.*

WEEKLY DISCUSSION FORUMS (DUE EVERY FRIDAY @ 11:59 PM):

Each student is expected to participate in **five** discussion forums throughout the semester, to discuss your internship with other students from the course. 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 WEDNESDAY, AUGUST 5th @ 11:59 PM):

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 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 FRIDAY, AUGUST 7th @ 11:59 PM):

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 Heather Bomsta directly by email (bomstahe@msu.edu or to the D2L email: bomstahe@d2l.msu.edu). We 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.

LETTERS OF RECOMMENDATION:

Please remember that although this course is pass/fail, we 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 we do not recommend you only focus on obtaining the minimum number of points needed to pass this class. We 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.

TECHNICAL ASSISTANCE:

- If you need technical assistance at any time during the course or to report a problem, you can visit [Desire2Learn Help Site](#). You can also call the Help Desk at Toll Free (844) 678-6200 or Local (517) 432-6200. *Please know that it is much more effective to first contact the D2L Help Desk (rather than the instructor or TAs) as D2L staff is available 24/7 and well-trained in navigating technical problems.*
- Getting Started:
 - Go to MSU's course management system – Desire-To-Learn (D2L) using this URL: <https://d2l.msu.edu/>.
 - Login using your MSU username and password. If you are officially registered for the course, you will find our course, PSY 320, listed under [My Courses](#) and available from the [Select a Course](#) pull down menu. (If you think you ARE registered but the course does not appear, please contact the D2L Help Desk.)
- Please contact the instructor ASAP with issues concerning missing assignments or poor grades.

LIMITS TO CONFIDENTIALITY:

Please carefully read page 8 of this syllabus, as there are limits to confidentiality in this course. **Specifically, the instructor and teaching assistants are required by the university to report the following information to other University offices (including the Department of Police and Public Safety) if students choose to share this information:**

- Suspected child abuse/neglect, even if this maltreatment happened when they were a child,
- Allegations of sexual assault or sexual harassment when they involve MSU students, faculty, or staff, and
- Credible threats of harm to oneself or others.

COURSE POLICIES & STUDENT RESPONSIBILITIES:

Participate:

- Everyone's participation is needed to accomplish this course's goals.
- Disagree respectfully; it is acceptable to question others' ideas, but do so respectfully.

Complete Assignments:

- **All assignments for this course will be submitted electronically through Desire2Learn.**
- **Assignments must be submitted by the given deadline or special permission must be requested from instructor before the due date. Extensions will not be given beyond the next assignment except under extreme circumstances.**
- **Technical difficulties *will not* be accepted as an excuse for late assignments;** if you anticipate having problems, begin the process early and utilize the services listed above. *Late/missing assignments will affect your grade.*

ADDITIONAL LIMITS TO CONFIDENTIALITY:

Journals, papers and other materials submitted for this class are generally considered confidential pursuant to the University's student record policies. **However, students**

should be aware that University employees, including instructors, may not be able to maintain confidentiality when it conflicts with their responsibility to report certain issues to protect the health and safety of MSU community members and others.

As the instructor, I must report the following information to other University offices (including the Department of Police and Public Safety) if you share this information with me:

- **Suspected child abuse/neglect, even if this maltreatment happened when you were a child,**
- **Allegations of sexual assault or sexual harassment when they involve MSU students, faculty, or staff, and**
- **Credible threats of harm to oneself or to others.**

These reports may trigger contact from a campus official who will want to talk with you about the incident that you have shared. *In almost all cases, it will be your decision whether you wish to speak with that individual.* If you would like to talk about these events in a more confidential setting you are encouraged to make an appointment with the MSU Counseling Center.

DISCUSS DISABILITY ACCOMMODATIONS WITH THE INSTRUCTOR:

- 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 \(http://www.rcpd.msu.edu\)](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.

PRACTICE 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 website: <http://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 POLICY:

- Plagiarism involves 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.
- 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.
- Consistent with MSU’s efforts to enhance student learning, foster honesty, and maintain integrity in our academic processes, instructors may use a tool called Turnitin to compare a student’s work with multiple sources. The tool compares each student’s work with an extensive database of prior publications and papers, providing links to possible matches and a “similarity score.” The tool does not determine whether plagiarism has occurred or not. Instead, the instructor must make a complete assessment and judge the originality of the student’s work. All submissions to this course may be checked using this tool.
- Students should submit papers to Turnitin Dropboxes without identifying information included in the paper (e.g., name or student number), the system will automatically show this information to faculty in your course when viewing the submission, but the information will not be retained by Turnitin.

USEFUL RESOURCES, FOUNDATIONS, AND WEBSITES

MSU Safe Place East Lansing, MI (517) 355-1100 http://safeplace.msu.edu/	Listening Ear Crisis Intervention Center Lansing, MI 48912 (517) 337-1717 http://theear.org/
NRC DV (National Resource Center Against Domestic Violence) http://www.nrcdv.org/	NCDSV (National Center on Domestic & Sexual Violence) http://www.ncdsv.org/
NNEDV (National Network to End Domestic Violence) http://www.nnedv.org/	The Joyful Heart Foundation http://www.joyfulheartfoundation.org/
No More http://www.nomore.org/	RAINN (Rape, Abuse and Incest National Network) https://rainn.org/
MCEDSV (Michigan Coalition to End Domestic & Sexual Violence) http://www.mcedsv.org/	Futures Without Violence http://www.futureswithoutviolence.org/
National Indigenous Women's Resource Center http://www.niwrc.org	Asian & Pacific Islander Institute on Domestic Violence www.apiidv.org
National Latin@ Network for Healthy Families & Communities www.nationallatinonetwork.org	Institute on Domestic Violence in the African American Community www.idvaac.org
The Northwest Network (focusing on LGBTQ survivors of domestic violence) http://www.nwnetwork.org	National Domestic Violence Hotline 1-800-799-7233 http://www.thehotline.org