PSY 382, <u>Section 001</u>: Psychology General Internship Course
Spring 2025 Syllabus*

<u>Instructors</u>:
Andrew Murray, M.A.
Academic Advisor
Psychology Office of Advising and Undergraduate Services
Psychology Building, Room 100
murraya8@msu.edu

<u>Office Hours</u>:
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 when you send your message**. This will allow me to provide a reply within 24-48 hours. <u>Do not wait until the last minute to do assignments and/or reach out – this will allow time for me to reply to your questions.</u>

<u>General Information</u>:
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.

<u>Required Materials for this Semester</u>:
There are no required books or materials to purchase; all required materials/articles will be provided in D2L.

<u>Course Purpose</u>:
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 most of your time as an intern at a designated placement site that you have found related to your career goals.

<u>Course Format</u>:
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.

<u>Course Assignments</u>

<u>Unit Discussion Boards</u>:
- Each student is expected to participate in the discussion boards throughout the semester. These allow you to discuss your internship with other students from the course. The first 3 units will each have a discussion board topic based on the unit readings. In addition to posting a thread to the discussion, it is expected that you will respond to at least 1 other classmate's post. Reflecting on your experience and learning from your peers is a crucial component to this course. ***There will be 3 graded discussion***

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

boards each worth 25 points for a total of 75 points. <mark>Grades will be assigned based on the thoughtfulness and details of your post as well as your engaging responses to other classmates</mark>. While the discussions will not be graded until the end of each unit, you should post to the discussion within the first week of the unit beginning to allow time for responses from classmates.

Unit Hour Log: Due Monthly, see chart

- In the D2L site, there is an Excel hour log document that you will need to download and save to track your internship hours and to complete the unit hour check in. Hour logs will be evaluated on their completeness and thoughtfulness. The document should be saved and used as a running log throughout the semester. <mark>As a first step, fill out the first tab of the log, including your semester, name, internship site and # of credits enrolled!</mark>

- Your hour log will track your total hours completed during the internship as well as ask you to list the skills you have learned, challenges you faced, a proud moment, and areas you hope to improve at the end of each unit.

- Your hour log will be used 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 unit deadlines listed below. Hour logs submitted late will be marked down 5 points for each day late.

  - *Please note the units end on the last day of the month so may vary on the day of the week they are due. Unit 4 is shorter based on the course final exam week.*

Unit	Deadline
1	Due Friday, January 31st 11:59 PM
2	Due Friday, February 28th 11:59 PM
3	Due Monday, March 31st 11:59 PM
4	Due Friday, April 25th 11:59 PM

- Each of the first three logs is worth 25 points. Each section is worth 5 points (Sections include (1) hours for the month; (2) skills learned; (3) challenges; (4) proud moment; (5) areas to improve). <mark>The instructor will base grades on the completeness and thoughtfulness of information</mark> provided in your hour log, discussions with the student, and/or direct information received from the internship agency supervisor. <mark>NOTE: Log Four does not have a numerical grade, but must be turned in to confirm hours completed!</mark>

- Please follow the instructions on D2L for accurately completing and submitting your unit hour log. <u>The instructor may leave feedback on your hour log submissions, so please read the comments.</u>

Goal Setting: Due Friday, January 31st 11:59 PM

- After reviewing the Unit 1 readings on SMART Goal setting, use a word document and provide 2 short term SMART goals and 2 long term SMART goals you have yourself. Apply the format detailed in the articles with "Goal Setting" on D2L. These could be related to your internship this semester or to your future career/graduate school interest areas. <mark>Goals should be detailed to show thoughtful reflection</mark>.

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

Submit the assignment to the Dropbox in unit 1 within D2L. Also, add your goals to the hour log Internship Goals section. (50 points)

O*Net Interest Profiler: Due Friday, February 28th 11:59 PM
- For this assignment you will complete the O*Net Interest Profiler at: https://www.mynextmove.org/explore/ip. Even if you have done this before you should complete it again as interests may develop and change over time. ==As part of this assignment, you will need to submit your saved interest profiler score report. In addition to submitting your report, utilize your scores to answer the following questions in a typed word document, double space size 12 font. Responses to the questions should be detailed to show thoughtful reflection.==
    - List your top 3 interest scores
    - Were you surprised by your top 3 interest scores? Why or why not?
    - How can you utilize your interest scores to guide your future career opportunities?
    - If you have a career goal in mind- Did your top interest scores connect to that career goal?
    - If you do not yet have a set career goal- Did your scores help you discover something new?
    - You will be graded on completeness and thoughtfulness in your response
- Upload both the downloaded interested profiler report and your typed responses in the D2L Dropbox in Unit 2. (50 points)

Odyssey Plan: Due Monday, March 31st 11:59 PM
- Odyssey is defined as a long journey full of adventures; a series of experiences that give knowledge and understanding to someone. 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 will become available in the D2L site during Unit 3. 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. 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. (50 possible points)

Evaluation Forms: Due Monday, March 31st 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 course website. Please complete the evaluation by the end of unit 3 and submit it to the evaluation Dropbox. (25 possible points)

- You are also responsible for asking your internship supervisor to complete an evaluation of your work. A student evaluation form can be found on D2L. Please provide your supervisor with the evaluation form for you both to meet and discuss your performance and accomplishments this semester. Upload the final evaluation to the D2L Dropbox.

==*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.==

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

Internship Spotlight Reflection: Due Friday, April 25th 11:59 PM
- Unit 4 will open an Internship Spotlight Reflection form. The form will have questions related to your overall experience at the internship. For each question it is expected that you will **provide thorough responses to show critical thinking reflection of your experiences**. The form will also ask if we have permission to feature you for a future internship spotlight utilizing your responses to the questions provided. Opting out of being featured will not impact your grade. (50 possible points)

Resume Update: Due Friday, April 25th 11:59 PM (Extra Credit)
- 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. (15 points)

- Not required but encouraged, once you have your resume updated, submit it for a review by the College of Social Science career advisors/peer. You can submit your resume for an electronic review by emailing sscareer@msu.edu.

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. If past the 3-day mark, please contact the instructor regarding making up past due work.

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. Unless authorized by your instructor, you are expected to complete all course assignments, including homework and quizzes without assistance from any source. You are expected to develop original work for this course; therefore, you may not submit course work you completed for another course to satisfy the requirements for this course. The use of generative AI tools is not permitted to complete any assignment. Students who violate MSU regulations on Protection of Scholarship and Grades will receive a failing grade in the course or on the assignment. Faculty are required to report all instances in which a penalty grade is given for academic dishonesty. Students reported for academic dishonesty are required to take an online course about the integrity of scholarship and grades. A hold will be placed on the student's account until such time as the student completes the course. This course is overseen by the Associate Provost for Undergraduate Education.

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

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.

Assignment	Points	Deadline
3 discussion board article review posts (25 points/post)	75 total points	Friday, January 31st 11:59 PM Friday, February 28th 11:59 PM Monday, March 31st 11:59 PM
3 hour log check-ins + Final Log Turn In*** (25 points/log for logs 1, 2, 3)	75 total points	Friday, January 31st 11:59 PM Friday, February 28th 11:59 PM Monday, March 31st 11:59 PM Friday, April 25th 11:59 PM***
Goal Setting	50 points	Friday, January 31st 11:59 PM
O*Net Interest Profiler	50 points	Friday, February 28th 11:59 PM
Odyssey Plan	50 points	Monday, March 31st 11:59 PM
Evaluations***	25 points	Monday, March 31st 11:59 PM
Internship Spotlight Reflection	75 Points	Friday, April 25th 11:59 PM
Resume Update	15 points (Extra Credit)	Friday, April 25th 11:59 PM
Total points possible	**400 points**	

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 for your grade to be released.

***Failure to turn in evaluation form and final hour log in unit 4 will result in an automatic no pass grade.

Number of Hours You Need to Complete

Your total number of hours expected will be based on 13 weeks to allow for holiday and sick time. A student taking 3 credits needs to complete 117 hours (3 credits x 3 hrs per credit per week x 13 weeks). You are expected to be interning the duration of the full semester 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 your required total hours prior to the end of the course, you CANNOT end your internship early*.

Please see below to ensure that you will complete the required number of hours for your credit enrollment:

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

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

D2L Tracking:

Please be aware that D2L tracks <u>all</u> 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: Murray_Andrew_HourLog (please use the underscore, do not just use a space)
2. **Save as a .doc or .xlsx—*NOT* .notes or .heic or similar**)
3. Attach the document in D2L
   a. Do not copy and paste your assignment into the D2L comment box
4. After you submit your assignment, 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, **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.

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.

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