# PSY 382, <u>Section 001</u>: Internship in Psychology
## Spring 2026 Syllabus*

**<u>Instructor</u>:**
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**<u>Office Hours</u>:**
Due to this course being taught online, there are no scheduled office hours. Feel free to contact the instructor 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 Hour Log</u>: 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 tracker throughout the semester. **As a first step, fill out the first tab of the log, including your semester, name, internship site and # of credits enrolled!**

*\*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.*

- Your hour log will track your total hours completed during the internship as well as ask you to document the various activities of your internship. As you enter the number of hours worked, your log updates with your hour totals (completed to date and hours remaining). Your grade will be based on completeness and thoughtfulness in the log (that is, the more detailed your notes, the better).

- 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 semester's academic calendar.*

| Unit | Deadline |
|------|----------|
| 1 | Due Saturday, January 31st, 11:59 PM |
| 2 | Due Saturday, February 28th, 11:59 PM |
| 3 | Due Tuesday, March 31st, 11:59 PM |
| 4 | Due Sunday, April 26th, 11:59PM |

- Each log is worth 25 points. **The instructor will base grades on the completeness and thoughtfulness of information provided in your 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 unit hour log. The instructor may leave feedback on your hour log submissions, so please read the comments.

## Unit Reflection Paper: Due Monthly, see chart

- A thorough and reflective essay shows deep thinking about your experience – not just what happened, but *why* those events mattered and *how* they shaped you. As you answer the questions noted for each reflection, be sure to identify meaningful moments, provide details and specific examples, describe your feelings, and discuss what you learned and how it may impact your future behavior and decisions. This is **NOT** a formal academic essay: the use of "I" language to discuss your thoughts, feelings, reactions, and more to your experiences is expected.
- **KNOWLEDEGE CHECKS**:
  - In order to access the reflection topic/questions for each unit, you must earn a 100% on the knowledge check, a short quiz that is based on the readings. **If you do not pass the knowledge check, you will not be able to access the assignment**. Do not wait until the last minute to complete the knowledge check, as it may impact your ability to complete the reflection paper on time!
- **FORMAT:**
  - **250–300-word count, minimum**
  - Essay should be in paragraph form, 12-point standard font, double-spaced, Microsoft Word doc
  - "Name, Date, Unit #, Reflection Topic" should be posted in the top right corner of first page
  - Reflection questions and other guidance is posted in D2L; see D2L for a format example

| Unit | Deadline |
|------|----------|
| 1 – Goals & Career Plans | Due Saturday, January 31st, 11:59 PM |

| 2 – Theory to Practice & Campus Experiences | Due Saturday, February 28th, 11:59 PM |
|---|---|
| 3 – Skill Development & Professional Relationships | Due Tuesday, March 31st, 11:59 PM |
| 4 – Key Contribution & Career/Future Steps | Due Sunday, April 26th, 11:59PM |

## Evaluation Forms: Due Tuesday, March 31st, 11:59 PM

- **Student Evaluation of Internship Organization** (Student self-reflection)
  - 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 "Student Evaluation of Organization Site" form can be found on the D2L course page under Unit 3. Please complete the evaluation by the end of unit 3 and submit it to the "Evaluation" Dropbox in D2L. This evaluation will be viewed only by the instructors of the course and not shared with supervisors. (25 possible points)

- **Organization Evaluation of Student** (To be completed by supervisor and reviewed together)
  - You are also responsible for asking your internship supervisor to complete an evaluation of your work. An "Organization Evaluation of Student Intern" form can be found on D2L under Unit 3. Please provide your supervisor with a printed copy of the evaluation form to complete. **Once completed, you both should schedule a meeting to review and discuss your performance and accomplishments this semester**. After discussing the evaluation together, both student and supervisor should physically sign the document. *Blank or electronic signatures will not be accepted*. The completed and signed document should then be uploaded to the "Evaluation" Dropbox.

    *\* IMPORTANT NOTE:*
    *Points are not assigned to this evaluation; However, 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.*

## Resume Update: Due Sunday, April 26th, 11:59PM (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.

## 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 |
|---|---|---|
| Four Monthly Unit Logs (25 points/log) | 100 total points | Saturday, January 31$^{st}$, 11:59 PM<br>Saturday, February 28th, 11:59 PM<br>Tuesday, March 31st, 11:59 PM<br>Sunday, April 26th, 11:59PM   *** |
| Reflection #1 | 75 points | Saturday, January 31$^{st}$, 11:59 PM |
| Reflection #2 | 75 points | Saturday, February 28th, 11:59 PM |
| Reflection #3 | 75 points | Tuesday, March 31st, 11:59 PM |
| Evaluations*** | (REQUIRED) - no pts. | Tuesday, March 31st, 11:59 PM |
| Reflection #4 | 75 Points | Sunday, April 26th, 11:59PM |
| Resume Update | 15 points (Extra Credit) | Sunday, April 26th, 11:59PM |
| **Total points possible** | **400 points (+15 EC = 415)** | |

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 | 8 credits: Total of 312 hours |
| 4 credits: Total of 156 hours | 9 credits: Total of 351 hours |
| 5 credits: Total of 195 hours | 10 credits: Total of 390 hours |
| 6 credits: Total of 234 hours | 11 credits: Total of 429 hours |
| 7 credits: Total of 273 hours | 12 credits: Total of 468 hours |

## 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.