

Cooperative Internship
PSY 421.101
Summer 2009

Location: Internship site and cyberspace

Dr. Carla Strassle
Office: LS306
Website: faculty.ycp.edu/~cstrassl/

Office phone: 815-6414
E-mail: cstrassl@ycp.edu
Fax (717) 849-1649

DISCLAIMER: This syllabus is subject to revision by the instructor. Any changes will be distributed by e-mail; it is your responsibility to make note of the changes.

Course Description (from the college catalog):

An internship is designed to make the academic work more meaningful by providing exposure to real-world experiences in psychology. An internship also provides an opportunity to explore job possibilities within the psychology field. Students select an agency that fits their interests and spend a minimum of 120 hours per semester performing and observing psychologically related tasks. Prerequisites: approval of the instructor; completed application by the following dates: Fall- August 15, Spring- December 15, Summer-May 15 (dates roughly correspond to the end of the semester before the internship will take place); GPA of 2.5 or higher; and 60 credit hours (YCP 2007-2009 Catalog, p. 451).

Course Objectives:

1. To learn and apply psychology-related skills, strategies and principles in a real-world setting.
2. To provide learning opportunities that only exist outside of the traditional classroom experience.
3. To engage in processing your experience related to topics pertinent to internship settings such as supervision and ethical principles guiding psychologists.
4. To provide unique experiences that might shape your career path.

Required Text:

Kiser, P. M. (2008). *Getting the most from your human service internship: Learning from experience* (2nd ed.). Belmont, CA: Wadsworth.

Recommended Text (available in the library and learning resource center):

American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5th ed.). Washington, DC: Author.

York College Policy on Academic Dishonesty:

“Academic dishonesty will not be tolerated at York College. Academic dishonesty refers to actions such as, but not limited to, cheating, plagiarism, fabrication of research, falsification of academic documents, etc., and includes all situations where students make use of the work of others and claim such work as their own.

When an instructor believes that a student has committed an act of academic dishonesty, the instructor must provide written notification to the student, the Department Chair, and the Dean of Academic Affairs, of the charge and the sanction. Documentation related to instances of academic dishonesty will be kept on file in the student’s permanent record. If the academic dishonesty is the student’s first offense, the instructor will have the discretion to decide on a suitable sanction up to a grade of 0 for the course. Students are not permitted to withdraw from a course in which they have been accused of academic dishonesty.

Students who believe they have been unjustly charged or sanctioned in cases involving a first offense must discuss the situation with the instructor. Following this discussion, students may request through the Dean of Academic Affairs that the Student Welfare Committee conduct a hearing to review the charge and/or sanction in the case. In cases of a first offense, the instructor may request that the Student Welfare Committee conduct a hearing and decide on the sanction, which can involve academic suspension or dismissal from the College, if the instructor believes the offense to be of an extremely egregious nature.

If the Dean of Academic Affairs determines that the academic dishonesty is the student’s second offense, the Dean will provide written notification to the student, the instructor, and the Department Chair. The Student Welfare Committee will automatically conduct a hearing to review the charge and decide on an appropriate sanction, which will involve academic suspension or dismissal from the College. Students who believe the Student Welfare Committee has unjustly sanctioned them may submit a written request to the Dean of Academic Affairs for a review of their case by the Dean.” (YCP 2007-2009 Catalog, p. 53).

York College Policy on Communications Standards:

“York College recognizes the importance of effective communication in all disciplines and careers. Therefore students are expected to competently analyze, synthesize, organize, and articulate course material in papers, examinations and presentations. In addition, students should know and use communication skills current to their field of study, recognize the need for revision as part of their writing process, and employ standard conventions of English usage in both writing and speaking. Students may be asked to further revise assignments that do not demonstrate effective use of these communications skills” (YCP 2007-2009 Catalog, pp. 52-53).

Course Requirements:

In addition to the graded components listed below, the following things are generally expected for this course:

1. You will read the workbook, complete exercises, and be prepared to discuss your internship experiences via Blackboard. You will also access the feedback that I send to you via Blackboard.
2. You will submit all assignments via Blackboard unless specifically instructed to do otherwise. When you submit any document to Blackboard, please make sure that the document is saved as a Word 1997-2003 document (file extension will be '.doc'), not a Word 2007 document (file extension will be '.docx').
3. You will routinely check your YCP e-mail account for messages from me. If you need help learning how to forward your YCP e-mail to your preferred e-mail account, please contact the IT Student Help Desk at 815-1339.

Grades: All assignments and your final grade will be based on the following standards: 4 (100-90), 3.5 (89-85), 3.0 (84-80), 2.5 (79-75), 2.0 (74-70), 1.0 (69-60), 0 (59-0).

Because this is a summer class with interns scattered all over the region, we do not have in-person class meetings. As a result, you are responsible for reading this syllabus, understanding what assignments are required of you, figuring out how many weeks your internship will take, and setting your own schedule of due dates that will spread the work evenly over that time period. I should be getting some parts of this work every week of your internship, but it is up to you to tell me when I will get it. Except for the log, your assignments do not have to be to me on Mondays- they will be due to me when YOU tell me they will be due. Your confirmation that I have received the various assignments that you will send will come in the form of feedback and grades that I will provide to you via Backboard.

1. **Completion of internship hourly requirements/log (10% of the final grade):** In accordance with York College guidelines for internship, you must complete a minimum of 120 hours at your internship site. In order for me to keep track of your progress, you must submit weekly time logs of your activities/reflections, etc. A copy of the form to be used is available on page 6 of your syllabus and should be copied as necessary. If you are in-town you can turn the log in to Cheryl in LS315; if you are out of town, the log should be faxed ATTN: DR. STRASSLE to 849-1649. **LOG SHEETS ARE DUE TO ME BY MONDAY AT 5:00 p.m.** Any logs received after that time will be counted late.

2. Class Participation (40% of final grade):

Your class participation grade is made up of several components:

- a. Notification of your start and end date: **You can accrue internship hours from May 19 through August 13.** Upon receipt of the syllabus send me your start date and projected end date. This info will allow me to know when I should start hearing from you.
- b. Receipt of your assignment schedule: Once your internship schedule is set, send me your schedule of when you will complete all the assignments (i.e., the workbook assignments, internship book write up, thank you letter, the paper proposal, finished paper, presentation, discussion forums). This info will allow me to understand when I should be receiving things from you via Blackboard. **Please be clear that you should be completing workbook chapters (and therefore the discussions) evenly spaced throughout your hours, I should receive a log for every week that you are accruing hours, and you should have your thank you letter by the time you complete your hours. However, if you completing all 120 hours within a span of a few weeks, you can spread the paper, presentation and internship book write-up out over the summer as long as everything is in to me by Aug 13.**
- c. You are expected to read the ENTIRE workbook, although you will only be asked to complete certain exercises (listed below) and upload them to Backboard. Please note that the chapters should be completed in the order given below, and you cannot complete your internship hours until all workbook chapters are complete.
 - i. **Assignments to be completed before you have started your internship:**

Chapter 1 & 2	1.1, 2.6; Look over Chapter 3 to understand important things to learn about your site
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Assignments to be completed once your internship has officially begun:

Chapter 8	8.1, 8.2, 8.3, 8.4, 8.5, 8.6, read APA ethics code http://www.apa.org/ethics/
Chapter 3	3.1, 3.4, 3.6, 3.7, 3.8, 3.11
Chapter 5	5.2, 5.3, 5.4, 5.5, 5.7
Chapter 4	4.2, 4.3, 4.4, 4.5, 4.6, 4.7
Chapter 6	6.1, 6.3, 6.6, 6.10

Chapter 7	7.1, 7.2, 7.4, 7.6
Chapter 9	9.2, 9.10
Chapter 10	10.1, 10.2, 10.3, 10.4, 10.5
Chapter 11	choose 1 example from 11.1 – 11.10 to answer
Chapter 12	12.1, 12.2 (Blackboard has a copy of evaluation), 12.3, 12.5, 12.6, 12.7, 12.11
Chapter 13	13.1, 13.2

- d. Discussion Board: 6 times throughout the summer while you are accruing hours, you will be required to engage in a class discussion with me and any other interns who are also logging hours at that time. The discussion forum is designed to be a processing tool for you to apply what you are learning from the workbook chapters to your internship activities. The discussions will be focused on what is going on at your site and responding to guided questions that I will ask about your experiences and how they apply to the workbook learning. **In addition to responding to my questions you are to respond to at least one other intern's experiences per discussion in a meaningful way.** If you are the first intern to respond to a discussion, this will mean you will need to go back to the discussion at a later time to respond to another intern's discussion point. You will be graded on the quality of your discussion threads. **Directions: In your list of Blackboard classes, click on the link that says MC.200830.PSY421and422 Internship discussion forum. then click on the 'Discussion Board' link in the left-hand column and access whichever discussion forum you need. The discussion forums are as follows:**
- i. Discussion 1- to be completed within the first two weeks of your internship hours
 - ii. Discussion 2- to be completed in the same week that you turn in Chapter 8
 - iii. Discussion 3- to be completed in the same week that you turn in Chapter 4
 - iv. Discussion 4- to be completed in the same week that you turn in Chapter 7
 - v. Discussion 5- to be completed in the same week that you turn in Chapter 10
 - vi. Discussion 6- to be completed in the same week that you turn in Chapter 13
- e. Internship book write up- You are to write a brief description of the site, your duties as an intern, and your opinion of the usefulness of the experience. Your description will be placed in my internship folders along with official literature from the internship site so that future students who may be considering your internship site can get first-hand knowledge from an intern's perspective. In the top right hand corner please type your name, internship site, and semester in which you completed the internship.
- f. Thank you letter- At the end of your internship you will craft a thank you letter to send to your supervisor. This letter will be the counterpart to the formal evaluation that your supervisor fills out on you, and thus will be your chance to provide him/her with information on what parts of the internship you liked/found particularly helpful, etc., as well as thanking him/her for the opportunity to intern with the organization.

3. **Presentation (10% of final grade):** Before the end of your internship, you must submit a PowerPoint presentation of your site, what you do, and any other reflections you would like to share. The parameters of this assignment are broad to allow you to tailor your presentation to the specifics of your site; the work you do for exercises 3.4 through 3.11 in your book should be an excellent guide for information that you should know about your site. This presentation will be posted on my website for other potential interns to see, and therefore should not contain any identifying information about yourself (other than your initials and internship semester) or your site. You can see examples of what I am looking for on my website under 'General Information about Internships, Representative Internship Experiences'.

4. **Major Paper (25% of final grade):** You must complete a review of the professional literature on some topic that is relevant to your internship experience in order to allow you to further connect what you are learning in the field with the literature that informs and guides the practice in the field. Exercise 3.8 in your book is an excellent way to generate ideas for the paper.

A paper proposal (worth 5%), written in APA style and consisting of a title page and the first page of text (a minimum of a paragraph explaining what you will write on), must be submitted and approved before you submit the final paper (worth 20%).

You will need to consult at least 8-10 sources (AND BE ABLE TO PRODUCE HARD/ELECTRONIC COPIES OF THESE SOURCES UPON MY REQUEST) for your paper. These sources should be either primary source books containing clinical theory (if relevant) or recent (no earlier than 1995) peer-reviewed journal articles that are psychological in nature.

Textbooks, websites, popular psychology sources (e.g. *Psychology Today*) and other non-professional sources are not acceptable for the purposes of this paper. There is no page limit on this paper; you should consider the paper 'complete'

when you have a polished product that adequately attends to the specific points on which your paper will be graded. Please note that a grading rubric for papers is available on Blackboard.

Each paper must be submitted in **APA style**, and will be graded on the following:

Title Page:

1. Title, author's name, institutional affiliation and running head in appropriate areas

Abstract:

1. APA format

Paper:

1. Introduce your topic. You may use personal (i.e. 1st person) references to your internship experience to explain why you became interested in this particular topic.
2. Clearly articulate your thesis statement of what your paper will address
3. Develop the body of your paper with a thoughtful, coherent integration of your references
4. Provide a summary of your work, which should include a summary of the major conclusions of the literature that you have reviewed, a thoughtful critique of the literature, and your own ideas of new research/points of view, etc. that would be beneficial to this topic. This is the part of the paper where your critical thinking, curiosity and creativity should shine through!

References:

1. APA format

Mechanics:

1. Overall technical quality of the paper (spelling, grammar, organization, flow, etc.)
2. APA format used (margins, in-text citations, quotations, header, spacing, pagination, etc.)

5. **On Site Supervisor's Evaluation (15% of final grade):** I will gather information for this portion of your grade from a site visit (or conference call if your internship is not in the York area), and/or other correspondence that I have with your supervisor over the course of your internship semester. I also gather information for this portion of your grade from an evaluation form that your supervisor will fill out. A copy of the evaluation form is on Blackboard, as you will need access to it to complete exercise 12.2. You are also responsible for making sure that I have the hard copy of the evaluation form from your supervisor by the end of your 120 hours. If you are an out-of-town intern please fax a copy of the evaluation to me and then mail the hard copy (as me for address).

I will make at least 1 scheduled site visit (or conference call) to your site (and may make unscheduled visits/calls if I deem them necessary). Site visits/conference calls typically last anywhere from 30 minutes to 1 hour. Due to scheduling difficulties in coordinating three people's schedules, it may be necessary for you to be at your internship site on a day/time that you are not normally scheduled to be there in order to complete the site visit/conference call.

The site visit/conference call provides me the opportunity to:

- a. hear from your internship supervisor how you are progressing in your internship. As part of this I will ask your internship supervisor to discuss strengths as well as areas for further development that you can use to plan for a future internship or further training/job in the field.
- b. give you the chance to articulate what you have learned in this experience. This is a chance for you to reflect on your experience and then to provide feedback to your internship site. Internship supervisors are often interested in how the internship could be even better for the next intern, so you should have spent some time thinking of this as well.
- c. (for York area sites only) tour the facility if it is the first time we have placed an intern with that organization.

Late assignments policy:

Logs: Log sheets are due to me by Monday at 5p.m. Any logs received after that time will be counted late.

Everything else: All assignments are due on Blackboard by 5:00 p.m. on **YOUR** contracted day. Any assignment that is turned in after this time will result in a reduction in your final grade in the class. The late penalty for your final paper will be 10 points for every day (including weekends) that it is late.

Psychology Student Academic Portfolio
For students who matriculated Fall 2000 or later

Portfolio Program

Purpose

The student portfolio is compiled for the purpose of a self review of the student's written work in selected courses within the major. This review focuses on the development of the individual student's writing and critical thinking skills. Typically this review occurs in the Senior Seminar (Psychology 490). A second function of the portfolio is that it provides a permanent record of students' selected written works in the psychology major which can be employed as future reference for both the faculty and the student.

Portfolio Basics

Each Psychology major is required to create a portfolio and to place the selected papers in the portfolio. The portfolios are filed in the Behavioral Sciences Department. Papers for the portfolio **can** be submitted to the psychology faculty, one's advisor or the department secretary in LS 315 for placement into one's portfolio file. A [cover sheet](#) must accompany each paper submitted as part of the portfolio. Papers submitted for the portfolio must be clean copies. These should be final copies, not drafts.

Portfolio Contents

The following items should be included in the student's portfolio:

- Student picture – a clear and recent copy; to be placed during the final semester
- A portfolio [inventory sheet](#) - available on this website or outside of LS 315
- Seven papers from these courses with the corresponding cover sheets:
 - An initial paper within the Psychology Program – in most cases this should be a paper from Psychology 200.
 - Psychology 370 – Design and Analysis III.
 - Psychology 472 – History and Systems of Psychology.
 - Psychology 490 – Senior Seminar.
 - Two additional pieces of written work from any of the following courses: Psychology 210, 307, 321, 330, 343.
 - One additional piece of written work from a Psychology course. This work is selected by the student.

Questions concerning the portfolio contents and process can be directed to the student's advisor or Mary Kay Reed, mreed@ycp.edu or 815-1524.

York College of Pennsylvania
Hourly Log

Please review the completed form with your supervisor as a tool for discussion and learning at your internship site. Use additional sheets if necessary.

Name: _____ Dates: _____

Internship Site: _____ Running total of hours: _____

Supervisor's signature to verify hours _____

Briefly describe your activities in the past week. List any new activities for the week.

Discuss any significant highlights or noteworthy events that have happened in the past week. Please note that these events may not have been positive, but they nonetheless provided opportunities for learning/reflection.

Discuss any problems or difficulties you are having with the internship.