

## **Industrial and Organizational Psychology Internship**

Psyc 5327 – Spring 2015, Room LS420

Wednesdays 1:30 pm to 4:20 pm

**Instructor:** Nicolette P. Lopez, Ph.D.

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**Office Hours:** Thursdays 9:00AM to 10:00AM  
(or by appointment)

**Eligibility:** The internship course is designed to develop and enhance the student's knowledge and application of I/O psychology. Students enrolled in the Industrial and Organizational (I/O) Psychology Master's program at UT Arlington are eligible to seek an internship if they have satisfactorily completed at least one semester of required class work as dictated by their specific graduate catalog. Students on academic program probation are not eligible to seek an internship.

**Internship Course Learning Objectives:** The purpose of the internship course is to provide students with practical knowledge in areas relevant to the practice of I/O psychology. Learning gained from this course will enhance the student's knowledge, skills, and abilities needed to be strong competitors for employment. The internship course is designed so that students learn issues related to the implementation and application of course material. In addition, students will (a) research different applied areas that are important to I/O practitioners, (b) be proactive in networking with professionals in the field, (c) be involved with The I/O Center, as appropriate, and (d) perform activities that will further develop them as future I/O professionals.

### **Required Texts**

- Block, P. (2011). Flawless consulting: A guide to getting your expertise used (3<sup>rd</sup> Ed.). Jossey-Bass/Pfeiffer Publishers ISBN: 978-0-470-62074-8
- Lowman, R. L. (2006). The ethical practice of psychology in organizations (2<sup>nd</sup> Ed.). APA Publishers ISBN: 1-59147-353-5
- Other readings as assigned.

**Communications:** When communicating with faculty members and other professionals, students are expected to behave in a professional manner. This includes addressing one's audience using proper titles, using proper grammar, and using proper spelling in written communications. How a message is delivered is often as important as the message itself. Thus, students are expected to communicate professionally when speaking in person and when corresponding in writing. Please use the grammar and spell-check functions before sending e-mails to anyone.

**Computers and Other Electronic Devices:** Students may use their laptop or other computer devices for in-class note-taking purposes only. Students will refrain from using computers to access Facebook, YouTube, or other Web sites that are not directly related to the class discussion. Failure to comply with this requirement will result in the student losing in-class computer privileges. Multiple offenses regarding this policy will result in laptops being banned from the classroom.

**Cell Phones:** Do not leave your cell phone or other electronic devices on during class. Even on vibrate mode these devices are very distracting to me and to other students. If you need to take a call, please leave the classroom to do so.

**Participation:** The purpose of the internship meetings is to provide an opportunity to share real-world experiences, tools, methods, observations, challenges, accomplishments and best practices, and to provide a forum where students can obtain support, feedback and recommendations. As is the case with all of my classes, **active** participation is a key element to your success. Being an active contributor to class discussion will help you to not only learn the material but also will help you in developing your professional skills. I will be actively monitoring the quality and frequency of your contributions. Students will receive 10 participation points per class for actively contributing to class discussions. Students will receive 5 points per class for minimal participation (Minimal = speaking once during the three-hour class period). Students will receive zero points per class for no participation.

**Attendance:** At The University of Texas at Arlington, taking attendance is not required. Rather, each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. For this course, attendance is mandatory and promptness is expected. Participation points will be deducted for unexcused absences and late arrivals (late = anytime after 1:30 p.m. on a regularly scheduled class day). The instructor reserves the right to deny entrance into the class if students are late. The instructor also reserves the right to remove any student that disrupts the learning process.

**Assignments:** All assignments should be written and presented in a professional manner as the requirements of each specific assignment dictate. Students should use all of the relevant resources available to them (working knowledge, real world experience, Internet, textbooks, the University library, etc.) to support arguments and explanations. Specific instructions regarding all required assignments will be provided on the first day of class.

**Applied Internship Requirement:** The purpose of the internship requirement is to provide practical, on-the-job experience in areas relevant to the practice of I/O psychology. Integrating the concepts and ideas learned in the classroom and effectively applying this knowledge while on the job will strengthen student performance in the workplace thus enhancing overall marketability. Students who are considered in good standing in the program are eligible to obtain an internship.

Students are expected to find their own internship opportunities. The internship instructor will provide students with available information regarding internship opportunities; however, it is the student's responsibility to secure their own internship experience(s). Paid internships are of course preferred but not required. Student interns should be involved in I/O related activities (e.g., job analysis, recruiting, job evaluation and compensation, test validation, assessment and reporting, employee opinion survey analysis and feedback, focus groups, training development or conducting training, performance evaluation programs or succession planning). The student **must** meet with the internship instructor to discuss the internship position and ensure that it meets the internship instructor's expectations and the program's requirements before a position is considered an internship. The internship instructor **must** approve each internship experience in advance in order for the student to receive credit towards fulfilling the 400-hour internship requirement. A Notification of Internship form **must** be completed and turned into the instructor prior to the student accumulating internship hours. Credit will not be given for previous work experiences.

**The Internship Log:** Once the student has secured an internship, a daily log of internship hours should be kept and maintained throughout the internship experience. The daily log should include activities/achievements as well as feelings or reactions. For each day, a brief synopsis of the day's activities should be entered including what the student was doing, perhaps including psychological reactions. Students will be provided with a template excel sheet and will use the sheet format for log entries (found on Blackboard). The final log will be due upon completion of the 400-hour applied internship requirement. Logs for internships-in-progress will also be due to the instructor prior to the end of the semester (check due dates found on this document).

**Exams:** There will be no examinations in this course (i.e., tests, midterms or finals).

**Evaluation:** Students will be evaluated based upon their ability to complete the required assignments. Assignments must be completed in a timely and professional manner. Grades will be based on the following:

First Year Students

Business Case and Presentation.....	20% of final grade
Interview with a Professional Presentation.....	20% of final grade
Professional Materials (Résumé, Five-minute drill, Wish list, Activity list).....	15% of final grade
Internship Search Log/Experiences and Presentations.....	15% of final grade
Class Participation*.....	30% of final grade

Second Year Students

Professional Materials (Résumé, Wish list, Activity list).....	10% of final grade
Internship Log.....	10% of final grade
Internship Performance Review.....	10% of final grade
Internship Experience Presentation.....	30% of final grade
Class Participation*.....	40% of final grade

\*Participation includes (but may not be limited to) attendance, proactively contributing to class discussion, satisfactorily addressing instructor questions, participating as an active audience member, etc.

The course grades will be assigned as follows:

A	90 – 100%
B	80 – 89%
C	70 – 79%
D	60 – 69%
F	0 – 59%

**An “A” is not a guarantee in this class; it must be earned by the student.**

**Grade Grievances:** Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current University Catalog.

**Grade Information:** Periodic updates will be sent via e-mail to inform students of his/her current progress in the course (participation, attendance, etc.). Students may at any time during office hours or by appointment throughout the semester confer with the instructor about his/her grades and class progress.

**Library Information:** Suzanne Beckett is the Psychology Librarian. She can be reached at (817) 272-0923, and by e-mail at [sbeckett@uta.edu](mailto:sbeckett@uta.edu). You will find useful research information for psychology at <http://libguides.uta.edu/psychology>. If you are interested in learning more about how to maneuver within the library databases, please contact me or Suzanne Beckett.

**UT Arlington Writing Center:** The Writing Center offers tutoring for any assigned writing during enrollment at UT Arlington. Individuals may schedule appointments online by following directions available at [www.uta.edu/owl](http://www.uta.edu/owl), by visiting them in the Central Library, 4th floor, or by calling 817.272.2601.

**Drop Policy:** Students who drop this course must do so in accordance with The University of Texas at Arlington drop policy (students may drop classes through self-service in MyMav from the beginning of the registration period through the late registration period). After the late registration period, students must see their academic advisor to drop a class or withdraw. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. Students will not be automatically dropped for non-attendance. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://www.uta.edu/aao/fao/>)

**Student Support Services:** The University supports a variety of student success programs to help you connect with the University and achieve academic success. They include learning assistance, developmental education, advising and mentoring, admission and transition, and federally funded programs. Students requiring assistance academically, personally, or socially should contact the Office of Student Success at (817) 272-7232 or Counseling Services at (817) 272-3671 for more information and appropriate referrals.

**Final Review Week:** The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week unless specified in the class syllabus. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

**Student Feedback Survey:** At the end of each term, students enrolled in classes categorized as “lecture,” “seminar,” or “laboratory” shall be directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student’s feedback enters the SFS database anonymously and is aggregated with that of other students enrolled

in the course. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>.

**Authorized Absences:** The Office of the Vice President for Student Affairs provides lists of students who have absences authorized by the University (e.g., participation in athletic events or scholastic activities that are officially sponsored University functions—these are primarily activities that are funded by the University). Sponsoring departments must submit a list of students and ID numbers to the Office of the Vice President for Student Affairs two weeks prior to travel. The student must contact the instructor one week in advance of the excused absence and arrange with the instructor to make up missed work or missed examinations. Instructors will provide those students an opportunity to make up the work or otherwise adjust the grading to ensure that the student is not penalized for the absence. Failure to notify the instructor or failure to comply with the arrangements to make up the work will void the excused absence.

If the student is called to active military duty or participates in active military service for a reasonably brief period, the student will be allowed to complete an assignment or exam within a reasonable time after the absence (Section 51.9111 Texas Education Code; 19 Texas Administrative Code §4.9.) Students called to active duty for longer periods of time, should contact the Office of Admissions, Records and Registration (Section 54.006).

Students who must miss an examination, class assignment or other project because of an observance of a religious holy day will be given the opportunity to complete the work missed within a reasonable time after the absence (19 Texas Administrative Code §4.4).

A religious holy day means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20 of the Tax Code. A student will be excused from attending classes or completing other required activities, including examinations for the observance of a religious holy day. The period of the excused absence will include time for any travel needed to fulfill that religious obligation. The student will be given the opportunity to complete the work missed, within a reasonable time period following the absence, provided the student has properly notified the instructor. The instructor must be notified in writing at least one week in advance of the absence and the student must arrange with the instructor to make up missed work or examinations. The instructor is under no obligation to accommodate students who are absent or miss work without prior notification and make-up arrangements. Students who have properly notified the instructor will not be penalized for the absence. However, the instructor may respond appropriately if the student fails to complete the assignment or examination satisfactorily within the time limit following the absence set by prior arrangement.

If the instructor and the student disagree about whether an absence constitutes a religious holy day as defined above, or if there is similar disagreement about whether the student has been given reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the Office of the Provost. The decision of the Provost is final.

**Americans with Disabilities Act:** If you are a student who requires accommodations in compliance with the ADA, please consult with the course instructor at the beginning of the semester. The University of Texas at Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including the Americans with Disabilities Act (ADA). Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability) or by calling the Office for Students with Disabilities at (817) 272-3364.

**Title IX:** The University of Texas at Arlington is committed to upholding U.S. Federal Law "Title IX" such that no member of the UT Arlington community shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity. For more information, visit [www.uta.edu/titleIX](http://www.uta.edu/titleIX).

**Academic Integrity:** This instructor expects students to maintain high standards of academic integrity. Academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form at The University of Texas at Arlington. All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. Discipline may include suspension or expulsion from the University.

"Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act

designed to give unfair advantage to a student or the attempt to commit such acts." (Regents' Rules and Regulations, Series 50101, Section 2.2)

**Any student who is found to have committed ANY act of academic or scholastic dishonesty in relation to the assignments and requirements of this course will automatically receive a failing grade. The failing grade for the course will be in addition to any University or departmental sanctions including dismissal from the I/O Program.**

**Emergency Exit Procedures:** Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit which is located at the first door on the right after exiting the classroom (leading to the stairwell). When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist handicapped individuals.

**Emergency Phone Numbers:** In case of an on-campus emergency, call the UT Arlington Police Department at 817-272-3003 (non-campus phone), 2-3003 (campus phone). You may also dial 911.

**Unauthorized Recordings: Students are not permitted to audio or video record lectures without prior approval from the instructor.**

***Tentative Schedule of Topics***  
***(Schedule is subject to change)***

<b>Date</b>	<b>Topic</b>	<b>Assignments Due</b>	<b>2<sup>nd</sup> years attendance required?</b>
01-21	Syllabus / Introduction		Yes
01-28	Résumé analysis Professional communication	<ul style="list-style-type: none"> <li>• Groups A&amp;B: Internship search / experiences</li> <li>• Résumés (everyone)</li> </ul>	No
02-04	<b>Career Center: Interviewing techniques</b>	<ul style="list-style-type: none"> <li>• Professional wish list (everyone)</li> <li>• Five-minute drill presentations</li> </ul>	No
02-11	Mock interview role plays	<ul style="list-style-type: none"> <li>• Professional activity list (everyone)</li> </ul>	No
02-18	Student presentations	<ul style="list-style-type: none"> <li>• Interview with a Professional <ul style="list-style-type: none"> <li>◦ Justin, Kathleen, Sabrina</li> </ul> </li> <li>• 2<sup>nd</sup> year presentations <ul style="list-style-type: none"> <li>◦ Vanessa, Megan</li> </ul> </li> </ul>	Yes
02-25	Student presentations	<ul style="list-style-type: none"> <li>• Interview with a Professional <ul style="list-style-type: none"> <li>◦ Jenny, Logan, Ajeng</li> </ul> </li> <li>• 2<sup>nd</sup> year presentations <ul style="list-style-type: none"> <li>◦ Zara, Nicole</li> </ul> </li> </ul>	Yes
03-04	Student presentations	<ul style="list-style-type: none"> <li>• Interview with a Professional <ul style="list-style-type: none"> <li>◦ Ivan, Sam, Jennifer</li> </ul> </li> <li>• 2<sup>nd</sup> year presentations <ul style="list-style-type: none"> <li>◦ Sarah, Allison, Alisa</li> </ul> </li> </ul>	Yes
<b>03-11</b>	<b><i>Spring Vacation</i></b>		
03-18	Student presentations	<ul style="list-style-type: none"> <li>• Interview with a Professional <ul style="list-style-type: none"> <li>◦ Clinton, Brittany, Stephanie</li> </ul> </li> <li>• 2<sup>nd</sup> year presentations <ul style="list-style-type: none"> <li>◦ Jaclyn, Deena</li> </ul> </li> </ul>	Yes
03-25	I/O Consulting	<ul style="list-style-type: none"> <li>• Group A: Internship search / experiences</li> </ul>	No
04-01	I/O Consulting	<ul style="list-style-type: none"> <li>• Group B: Internship search / experiences</li> </ul>	No
04-08	I/O Consulting	<ul style="list-style-type: none"> <li>• Group A: Internship search / experiences</li> </ul>	No
04-15	I/O Consulting	<ul style="list-style-type: none"> <li>• Group B: Internship search / experiences</li> </ul>	No
04-22	I/O Consulting	<ul style="list-style-type: none"> <li>• Group A&amp;B: Internship search / experiences</li> <li>• Business Case</li> </ul>	No
04-29	Business Case Presentations	<ul style="list-style-type: none"> <li>• Internship Log(s)</li> </ul>	Yes
05-06	Business Case Presentations		Yes
05-13	Business Case Presentations		Yes

*Note:* Group A: Justin, Kathleen, Sabrina, Ivan, Sam, Jennifer; Group B: Jenny, Logan, Ajeng, Clinton, Brittany, Stephanie