

Industrial and Organizational Psychology Internship

Psyc 5327 – Spring 2017, Room LS 318

Wednesdays 1:30 p.m. to 4:20 p.m.

Instructor: Nicolette P. Hass, Ph.D.

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Office Hours: Thursday 10 a.m. to 12 p.m. or by appt.

Eligibility: The internship course is designed to develop and enhance the student's knowledge and application of I/O psychology. Students enrolled in the 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 probation should enroll in and attend the course; however, they are not eligible to seek an internship until their academic performance meets the requirements as set forth in the University Catalog.

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/or (d) perform activities that will further develop them as future I/O professionals.

Required Readings:

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

Communications: When communicating with faculty members and other professionals, as well as with peers and other colleagues, all students are expected to communicate in a professional manner regardless of the media (phone, e-mail, face-to-face, etc.). This includes addressing one's audience using his/her proper title, using proper grammar, and using proper spelling. How one delivers a message is often as important as the message itself. Thus, I expect students to communicate professionally when communicating with me. This includes, but is not limited to, using proper greetings and an appropriate tone. *Students who communicate inappropriately (disrespectful verbal and nonverbal tone, and/or message content) will be referred to the Chair of the Psychology Department for disciplinary action.*

Electronic Mail: UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact University-related business regarding financial aid, tuition, grades, graduation, etc. This instructor will use your UT Arlington student e-mail account for official communication regarding this course. All students are assigned a MavMail account and are responsible for regularly checking the inbox. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>. Communications and other class announcements will also be posted on the Blackboard system.

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 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 in class discussions will help you to not only learn the material but also will help 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 quality information to the 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: Specific instructions regarding all required assignments will be provided on the first day of class. All assignments should be written and presented in a professional manner, as the requirements of each specific assignment dictate.

Field Internship Requirement: Students who are considered in good standing in the program (i.e., not on academic probation) are eligible to obtain an internship. The purpose of the field 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 performance in the workplace thus enhancing students' overall marketability.

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 his/her 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 (on Blackboard) **must** be completed and turned in to 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, KSAs utilized, and should also include psychological reactions to the day's events. This activity has been recognized as one of the best ways to learn from experience. Students will be provided with a template excel sheet and will use the sheet format for log entries (log template found on Blackboard). The final log will be due upon completion of the 400-hour field 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).

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

Internship Search Log/Experiences and Presentations.....	15% of final grade
Professional Materials (Résumé, Five-minute drill, Wish list, Activity list).....	15% of final grade
Interview with a Professional Presentation.....	30% of final grade
Class Participation*.....	40% of final grade

Second Year Students

Internship Log.....	10% of final grade
Professional Materials (Résumé, Wish list, Activity list).....	15% of final grade
Internship and Program Performance Review.....	15% of final grade
Internship Experience Presentation.....	30% of final grade
Class Participation*.....	30% of final grade

*Participation includes (but is not 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 Information: Periodic updates will be sent via e-mail to inform students of their 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 their grades and class progress.

Final Grade Information: No final grade information will be released by phone or e-mail. Students may at any time during office hours or by appointment throughout the semester confer with the instructor about his/her grades and progress in class.

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](#).

Final Review Week: A period of five class days prior to the first day of final examinations in the long sessions shall be designated as 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. For more information regarding final review week, visit the [Academic Regulations](#) Web site.

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>.

Drop Policy: Students may drop or swap (adding and dropping a class concurrently) 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. Undeclared students must see an advisor in the University Advising Center. 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://wweb.uta.edu/aao/fao/>).

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--those are primarily activities that are funded by the University). The student must notify the instructor in writing at least one week in advance of the start of the excused absence and arrange with the instructor to make up missed work or missed examinations. Instructors will allow students an opportunity to make up the work and examinations within a reasonable time period following the absence or otherwise adjust the grading to ensure that the student is not penalized for the absence, provided that the student has properly notified the instructor. 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 there is disagreement between student and faculty member regarding what constitutes a reasonable amount of time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the Office of the Vice Provost for Academic Analytics and Operations. The decision of the Vice Provost is final.

In accordance with section 51.9111 of Texas Education Code, a student is excused for attending classes or engaging in other required activities, including examinations, if he or she is called to active military service of reasonably brief duration. The student will be allowed a reasonable amount of time after the absence to complete assignments and take examinations.

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.

Disability Accommodations: UT 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), The Americans with Disabilities Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act. All instructors at UT Arlington are required by law to provide “reasonable accommodations” to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of a letter certified by the Office for Students with Disabilities (OSD). Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting **The Office for Students with Disabilities, (OSD)** www.uta.edu/disability or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability.

Counseling and Psychological Services, (CAPS) www.uta.edu/caps/ or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

Non-Discrimination Policy: The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit www.uta.edu/eos.

Title IX: The University of Texas at Arlington (“University”) is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. For information regarding Title IX, visit www.uta.edu/titleIX or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or jmhood@uta.edu.

Student Support Services: UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at <http://www.uta.edu/universitycollege/resources/index.php>

Library Information: Andy Herzog is the librarian assigned specifically to assist students and faculty in the psychological department. He can be reached at amherzog@uta.edu. You will find useful research information for psychology at <http://libguides.uta.edu/psychology>.

The Library's 2nd floor Academic Plaza offers students a central hub of support services, including IDEAS Center, University Advising Services, Transfer UTA and various college/school advising hours. Services are available during the library's hours of operation. <http://library.uta.edu/academic-plaza>

The IDEAS Center is located on the 2nd Floor of Central Library and offers free tutoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. To schedule an appointment with a peer tutor or mentor email IDEAS@uta.edu or call (817) 272-6593.

The English Writing Center (411LIBR): The Writing Center Offers free tutoring in 20-, 40-, or 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Our hours are 9 am to 8 pm Mon.-Thurs., 9 am-3 pm Fri. and Noon-6 pm Sat. and Sun. Register and make appointments online at <http://uta.mywconline.com>. Classroom Visits, workshops, and specialized services for graduate students are also available. Please see www.uta.edu/owl for detailed information on all our programs and services.

Academic Integrity: Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.

I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

UT Arlington faculty members may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents' Rule* 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University.

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 for the course. The failing grade for the course will be in addition to any University or Departmental sanctions which may include dismissal from the I/O Program.

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

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. Our nearest exit is the door to the stairwell located to the right upon exiting Room LS 318. 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 individuals with disabilities.

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. Non-emergency number 817-272-3381.

Campus Carry: Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit <http://www.uta.edu/news/info/campus-carry/>

Tentative Schedule of Topics
(Schedule is subject to change)

Date	Topic	Assignments Due	2nd years' attendance required?
01-18	Syllabus / Introduction		Yes
01-25	Résumé analysis	<ul style="list-style-type: none"> • Groups A&B: Internship search / experiences • Résumés (everyone) 	No
02-01	Career Center: Interviewing techniques	<ul style="list-style-type: none"> • Professional wish list (everyone) • Five-minute drill presentations 	No
02-08	Mock interview role plays	<ul style="list-style-type: none"> • Professional activity summary (everyone) 	No
02-15	Ethics Workshop – Dr. Kevin Impelman	Lowman chapters	Yes
02-22	Student presentations	<ul style="list-style-type: none"> • Interview with a Professional <ul style="list-style-type: none"> ◦ Michelle, Kendall • 2nd year presentations <ul style="list-style-type: none"> ◦ Zach W., Danielle 	Yes
03-01	Student presentations	<ul style="list-style-type: none"> • Interview with a Professional <ul style="list-style-type: none"> ◦ Emily, Taylor • 2nd year presentations <ul style="list-style-type: none"> ◦ Adrian, Christa 	Yes
03-08	Student presentations	<ul style="list-style-type: none"> • Interview with a Professional <ul style="list-style-type: none"> ◦ Madison, Christian • 2nd year presentations <ul style="list-style-type: none"> ◦ Michael, Ale 	Yes
03-15	<i>Spring Vacation</i>		
03-22	Student presentations	<ul style="list-style-type: none"> • Interview with a Professional <ul style="list-style-type: none"> ◦ Jordan, Iseel, Kelly • 2nd year presentations <ul style="list-style-type: none"> ◦ Reagan, Zach R. 	Yes
03-29	Student presentations	<ul style="list-style-type: none"> • Interview with a Professional <ul style="list-style-type: none"> ◦ Karen, Savannah • 2nd year presentations <ul style="list-style-type: none"> ◦ Cameron, Kelsey 	Yes
04-05	I/O Consulting	<ul style="list-style-type: none"> • Group A: Internship search / experiences 	No
04-12	I/O Consulting	<ul style="list-style-type: none"> • Group B: Internship search / experiences 	No
04-19	I/O Consulting	<ul style="list-style-type: none"> • Group A: Internship search / experiences 	No
04-26	I/O Consulting	<ul style="list-style-type: none"> • Group B: Internship search / experiences • Internship logs 	No
05-03	TBA		

Note: Group A: Jordan, Madison, Karen, Taylor, Kendall; Group B: Savannah, Christian, Iseel, Emily, Michelle, Kelly