

## PSYCHOLOGY INTERNSHIP PROGRAM

Psychology 3355-001

FALL 2017

Mon 11.00-11.50 am

Room: LS Conference Room LS 401

Instructor: Dr. Madeline Rex-Lear  
Office: Life Science (LS) 408  
Office Hours: Wednesday 10-12 or by appointment  
Email: [rexlear@uta.edu](mailto:rexlear@uta.edu)  
Blackboard: <https://elearn.uta.edu/>

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**Field Internship Requirements:** Students who are considered in good standing in the program (i.e., not on academic probation) and have met required criteria are eligible to obtain an internship. **The internship program is designed to develop and enhance psychology students' knowledge and application of different psychological principles and how they might apply to relevant career choices. Psychology students who have completed relevant classes to their particular internship of interest and satisfactorily completed required prerequisites are eligible to seek an internship.**

**Mandatory Prerequisites:** PSY 2443 and 2444 and students must be of junior or senior standing within the psychology program.

**Variable Prerequisites:** Relevant prerequisites will depend on internship type. See faculty for details.

**Required text:** None

**Recommended text:** *There will be papers/articles listed or provided on Blackboard*

Students will require 'A' approval from the internship faculty (Dr. Rex-Lear) before they can register for this course. 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 120-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.

During the Fall or Spring semester students commit to approximately 6-8 hours per week (variable) for 15 weeks. That is a total of 90-120 hours. If a student takes internship hours during the summer s/he will still have to take the class portion during the following semester and complete the academic requirement in order to gain full credit for the course, otherwise s/he will receive a Fail grade (F) which can impact your GPA.

The internship can be any work related experience that is associated with Psychology. There are a wide range of options. Established internships within our department (See Dr. Rex-Lear – these will change periodically) range from Fort Worth Zoo, Momentous Institute, Art Therapy Station (Ft Worth), AISD etc. The internship instructor will provide students with available information regarding internship opportunities. The placement can be in any area of interest providing the experience can be related to psychology (e.g., MHMR, Pier 1, Mission Arlington, etc.). Check with the professor supervising your internship to make sure that the internship experience is acceptable; however, it is the student's responsibility to secure his/her own internship experience(s). Paid internships are not required.

Some organizations will require interns to have a certificate of general liability or training to be in compliance with the specific organization rules and regulations. For example, background checks, fingerprinting, basic medical checks, basic safety, and ethics training. **It will be the intern's responsibility to find out and complete the necessary requirements in a timely fashion BEFORE you start working with them.**

The Psychology department will contact the student's internship supervisor (on site) to verify that that s/he completed the internship hour requirements and performed adequately. Failure to meet these requirements will result in either

failure of the course or an incomplete, depending upon the circumstances. Students will be evaluated by their supervisors and faculty at semester end (see calendar for due dates).

**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, 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 120-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 in calendar).

### Course Description

**The internship course is designed to be taken alongside the external hours and will aid in the application of psychological principles from theory to practice.**

Integrating the concepts and ideas learned in the classroom and effectively applying this knowledge while on the job will strengthen performance as potential graduate students, and in the workplace, thus enhancing students' overall marketability.

See syllabus supplement for further details.

### Internship Course Learning Objectives

- (a) To provide students with practical knowledge in areas relevant to furthering academic careers in graduate school.
- (b) 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.
- (c) To share knowledge and discuss relevant strategies to expand career opportunities and choices.

### SPECIFIC COURSE REQUIREMENTS

**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 and external clients. 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.*

**Email Communications:** Students are required to use their UTA MAVS e-mail account in this class. I will not send e-mails to alternate accounts. All students are assigned an email account and information about activating and using it is available at <http://www.uta.edu/oit/cs/email/mavmail.php>. New students (first semester at UTA) are able to activate their email account 24 hours after registering for courses. Students are responsible for checking their email regularly. There is no charge to students for using this account, and it remains active as long as a student is enrolled at UTA. Students are responsible for checking their e-mail regularly.

Important information will be sent via Blackboard. With this in mind, you should either routinely log into Blackboard or forward your Blackboard messages to your e-mails. *Please send all e-mails to my faculty e-mail address: [rexlear@uta.edu](mailto:rexlear@uta.edu).*

**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.

**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**; this is not an online course, so dissemination of information will be passed out via class. Please do not ask me for information should you miss class. It is your responsibility to attend class and not be late.

**Homework/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 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.

**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:*

Internship Logs & Performance Review	10%	$\geq 90\%$	= A
Class Participation & Content work	20%	$\geq 80-89.9\%$	= B
Psychology Paper	30%	$\geq 70-79.9\%$	= C
Professional Presentation	40%	$\geq 60-69.9\%$	= D
		$<60$	= F

You will not be graded on a curve. Grades are assigned on individual performance based on points. If you are taking the course PASS/FAIL, you must have at least 70% to PASS. ***I make it a policy not to "bump" any final grade up to the next higher grade.*** Any course work not completed by the last day of class will convert to a zero (0). Please do not ask me to do otherwise.

## UNIVERSITY POLICIES AND SPECIAL CIRCUMSTANCES

**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 in their courses by 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. Additional information is available at <https://www.uta.edu/conduct/>.

**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://www.uta.edu/aao/fao/>).

**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](http://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](http://www.uta.edu/disability).

Counseling and Psychological Services (CAPS) [www.uta.edu/caps/](http://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 [uta.edu/eos](http://uta.edu/eos).*

**Title IX Policy:** 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](http://www.uta.edu/titleIX) or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or [jmhood@uta.edu](mailto:jmhood@uta.edu).

**Student Feedback Survey:** At the end of each term, students enrolled in face-to-face and online classes categorized as “lecture,” “seminar,” or “laboratory” are 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 via the SFS database is aggregated with that of other students enrolled in the course. Students’ anonymity will be protected to the extent that the law allows. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit <http://www.uta.edu/sfs>.

**Children / Unauthorized persons:** No children or unauthorized persons may be brought to classes or during exams without prior instructor permission. Do not leave children unattended in university buildings and facilities.

**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, [\[please make a note of this\]](#). 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

*As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course.*

*Please see course updates in Bb under Announcements—Dr. Rex-Lear.*

**Please see syllabus supplement for details of assignments.**

**Tentative Lecture/Topic Schedule:**

<b>Class Week</b>	<b>Topic</b>	<b>Reading Assignment</b>
Week 1 Aug 28	Introduction to Internship & Syllabus Review Documentation/logs	Bring your supervisor contact information
Week 2 Sept 4	<b>Labor Day – no class</b>	
Week 3 Sept 11	Discuss paper concepts – brainstorming	APA Review
Week 4 Sept 18	Discuss 3-5 min drill prep Discuss Intern Placements - codes of conduct	3-5 min drill prep
Week 5 Sept 25	Three to Five-Minute Drill Presentations	<b>Concept Outline Due Sun Sept 24<sup>h</sup> 11.59pm</b>
Week 6 Oct 2	CV/resume/personal statement preparation	Article
Week 7 Oct 9	Outline Discussions	Article
Week 8 Oct 16	CV/resume/personal statement peer reviews	Article
Week 9 Oct 23	Article Discussions	<b>Finalized resume/CV due Sun Oct 22<sup>nd</sup> 11.59pm</b>
Week 10 Oct 30	Ethics for your company  Nov 1 is the Last Day to drop classes with “w” by 4.00pm	<b>Outline with references due Sun Oct 29<sup>th</sup> 11.59pm</b>
Week 11 Nov 6	Paper Discussions/problems/queries	<b>Draft for feedback due Sun Nov 5<sup>th</sup> 11.59pm</b>
Week 12 Nov 13	<b>Internship Experience Presentations &amp; Discussion</b>	Order of presentations TBA
Week 13 Nov 20	<b>Internship Experience Presentations &amp; Discussion</b>	
Week 14 Nov 27	<b>Internship Experience Presentations &amp; Discussion</b>	<b>Final Paper due Wed Nov 29<sup>th</sup> 11.59pm</b>
Week 15 Dec 4	Final class wrap up - Performance Reviews All Logs due complete & signed due in class 11am	