

August 22, 2016

**Contact****Information:**

Dave Lutz

Class time: M 8:00-8:50  
p.m.

Office: Hill 424

Phone:

University: 836-5830

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E-mail: DavidLutz  
@missouristate.eduOffice Hours: M: 10:00-  
11:00 a.m.

W: 12:00-4:00 p.m.

Prerequisites:

Acceptance into the Grad-  
uate Program and Permis-  
sion.**Inside this issue:**

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# Psychology 796/798: Practicum/Internship

## Objectives and Attendance

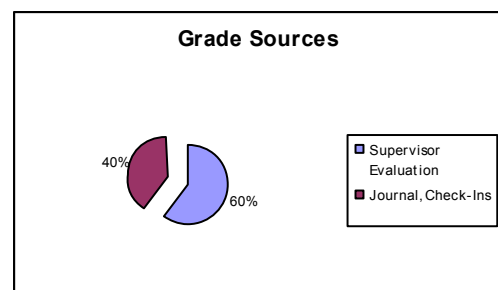
This practicum is designed to help you gain experience in psychologically related, "real world" positions. This course is designed to do more than simply place you in a position or job. Instead, it is specifically designed to integrate your academic, "book" learning with experiences outside the classroom.

Each of you has signed a contract with me. According to your contract, you are required to check in

with me at least once a month. The intervals are noted subsequently. The purpose of this policy is to make sure that the practicum is progressing, that you are getting the required supervision, and that you are mindful of deadlines.

The contact counts only if it is during the interval specified on this policy statement. In other words, don't be late!

There are three different parts to this practicum, all of which must be completed.



## Supervisor Evaluation

60% of your grade (60 points) is based on the supervisor's evaluation of your performance. You can download an evaluation form, called the [Student Appraisal Review](#), from the Career Center website. It is your responsibility to make

sure that your supervisor receives this form. If your supervisor prefers, the supervisor can write a letter evaluating your performance

Different supervisors evaluate students in different ways. Still, use

this practicum to explore ideas and techniques that you have only barely considered. Ask your supervisors what they would suggest that you do to learn more. Ask your supervisors what they want

(Continued on page 2)



## Grades

- A 93% and above**
- A- 90-92%**
- B+ 87-89%**
- B 83-86%**
- B- 80-82%**
- C+ 77-79%**
- C 73-76%**
- C- 70-72%**
- D 60-69%**
- F Less than 60%**

**This syllabus is not a fixed contract. It may change slightly as the term progresses. If you have any problems, comments, etc., please talk to me.**

## Drop Policy

**It is your responsibility to understand the University's procedure for dropping a class. If you stop attending this class but do not follow proper procedure for dropping the class, you will receive a failing grade and will also be financially obligated to pay for the class. For information about dropping a class or withdrawing from the university, contact the Office of the Registrar at 836-5520. The no penalty drop deadline is November 11.**

## Supervisor Evaluation

*(Continued from page 1)*

you to do when the work is not obvious, or there is downtime. A less busy time at the practicum site does not mean that there is nothing to do. Instead, it is an opportunity to learn something new. Take the opportunity!

## Journal

40% of your grade (40 points) is based on your weekly journal. Your journal serves as a personal reaction to your practicum experience. Do more than simply describe your activities. Instead, give me a sense of what you have learned from your experience, and how you have reacted to your experience. Integrate your classes and other academic

## Hours Summary Sheet

You should complete an *Hours Summary Sheet* to summarize your activity at the practicum site. You can find this document in the Course Documents section

The practicum should be treated like a job. It is your responsibility to arrange "time off" with your supervisor. Your supervisor should be able to expect from you the same courtesy and responsibility that the supervisor can expect from an employee. The supervisor cannot work you

more hours than is agreed to in your contract, and the practicum hours cannot interfere directly with your class and lab time on campus. However, within the allocated hours, the supervisor can expect that you act similarly to an employee.

experiences with your practicum. You should have a journal entry for each week that you are at the practicum site. I evaluate the journal based on completeness and individual involvement, rather than an academic view, such as in a term paper. I read it, but do not grade you on whether your views are accurate or not, or whether I agree with your

views. In order to count your hours for each week, you must turn in your journal by Saturday (11:59PM) of each week during the semester. If your journal is late for that week and this happens more than once, you still must complete the journal, but you will receive half-credit. If you are not at your practicum site for a week, email me that so that you get credit for that week.

on Blackboard. Your supervisor either should sign a hard copy at the completion of your practicum or indicate in the evaluation that you have completed your hours.

## Journal Requirements

- ◆ You must send me a journal entry each week by 11:59 PM on the Saturday of that week. You will send me a one (or more) page document in Word that will include the following:
  - ◆ At the beginning of every journal entry, include
  - ◆ The dates and number of hours for this entry
  - ◆ How many hours you have completed total
  - ◆ If you are on schedule to complete your hours
  - ◆ Whether you have had any problems and if such problems need my attention
  - ◆ Whether, in your opinion, your on-site supervisor is giving you sufficient attention and supervision.
- ◆ Use the template that you can find in the Course Policy section on Blackboard.
- ◆ At least a 300 word journal entry that describes what you did, but especially what you are learning, including how your practicum relates to your academic work. As stated on page 2, I want to get a clear understanding of what is going on in your head, and how you are thinking about things. I do not want just a description of your activities. This is supposed to be a journal, not just an activity log.
- ◆ Send your journal entry each week as an email attachment.

## Academic Dishonesty

Missouri State University is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. You are responsible for knowing and following the university's student honor code,

Student Academic Integrity Policies and Procedures, available at <http://www.missouristate.edu/provost/22102.htm> and also available at the Reserves Desk in Meyer Library. Any student participating in any form of academic dishonesty will be

subject to sanctions as described in this policy. Academic dishonesty results in an automatic F for the course.



## Students with Disabilities

To request academic accommodations for a disability, contact the Director of Disability Services, Plaster Student Union, Suite 405, (417) 836-4192 or (417) 836-6792 (TTY), <http://www.missouristate.edu/disability>. Students are required to provide documentation of disability to Disability Services prior to receiving accommodations. Disability Services refers some types of accommodation requests to the Learning Diagnostic Clinic, which also provides diagnostic testing for learning and psychological disabilities. For information about testing, contact the Director of the Learning Diagnostic Clinic, (417) 836-4787, <http://psychology.missouristate.edu/ldc>.

## Equal Opportunity

Missouri State University is an equal opportunity/affirmative action institution, and maintains a grievance procedure available to any person who believes he or she has been discriminated against. At all times, it is your right to address inquiries or concerns about possible discrimination to the Office for Equity and Diversity, Park Central Office Building, 117 Park Central Square, Suite 111, (417) 836-4252. Other types of concerns (i.e., concerns of an academic nature) should be discussed directly with your instructor and can also be brought to the attention of your instructor's Department Head. Please visit the OED website at [www.missouristate.edu/equity/](http://www.missouristate.edu/equity/).

**Once you start turning in journals, you need to send me something each week.**

## Checklist

- ◆ Agree to a contract with Dr. Lutz.
- ◆ Request permission for Psy 796/798. Once permission is obtained, enroll Psy 796 and/or Psy 798.
- ◆ Complete 170 onsite hours for Psy 796 or 125 hours for Psy 798.
- ◆ Have evaluation form or letter completed by supervisor.
- ◆ Turn in *Hours Summary Form* by the completion of the practicum.
- ◆ Give Dr. Lutz an electronic 150 word statement of the pros and cons of your practicum experience.
- ◆ For Psy 798, complete your seminar paper. Once completed, have your seminar paper chair sign it and complete the *Z Grade Removal Section*. Forward the form to Dr. Lutz for his signature.
- ◇ Complete journal on a weekly basis. Each late journal entry beyond the first late entry is worth half-credit. Journal entries are due by Saturday of each week at 11:59 p.m. *If your journal entries for a week are ever more than two weeks late, then you receive a zero for the journal entry and your hours do not count for that particular week.* Journal entries are due on the following days, although this varies depending on when you start and when you end your practicum:
  - ◇ Week 1: August 27
  - ◇ Week 2: September 3
  - ◇ Week 3: September 10
  - ◇ Week 4: September 17
  - ◇ Week 5: September 24
  - ◇ Week 6: October 1
  - ◇ Week 7: October 8
  - ◇ Week 8: October 15
  - ◇ Week 9: October 22
  - ◇ Week 10: October 29
  - ◇ Week 11: November 5
  - ◇ Week 12: November 12
  - ◇ Week 13: November 19
  - ◇ Week 14: November 26
  - ◇ Week 15: December 3
  - ◇ Week 16: December 10
  - ◇ Week 17: December 17

Once you start turning in journals, you need to send me something each week. If you are not going to be at your practicum site for whatever reason in any particular week, you still need to tell me this so that I can record your notification as a journal entry.

