

June 9, 2008

Contact**Information:**

Dave Lutz

Office: Hill 424

Phone:

University: 836-5830

Other: 827-8989

E-mail: DavidLutz@missouristate.edu

Office Hours: By appointment

Prerequisites:

Acceptance into the Graduate Program and Permission of the Department Head.

Inside this issue:

Journal	2
Summary Hours	2
Check-Ins	3
Checklist	3

Psychology 696: Practicum

Objectives and Attendance

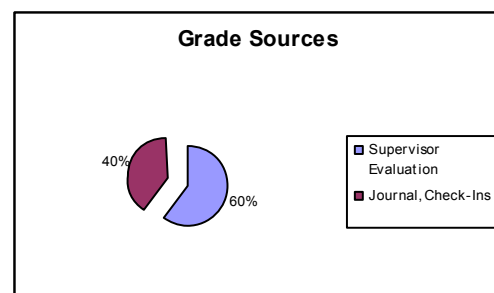
This practicum is designed to help you gain experience in psychologically related, "real world" positions. This course is designed to do more than simply place you in a position or job. Instead, it is specifically designed to integrate your academic, "book" learning with experiences outside the classroom.

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 90% and above (90-100 points)**
- B 80-89% (80-89 points)**
- C 70-79% (70-79 points)**
- D 60-69% (60-69 points)**
- F Less than 60% (0-59 points)**

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. To drop a class anytime after the first week of classes, you must complete and turn in a drop slip at an authorized registration center (<http://www.missouristate.edu/registrar/38498.htm>). You do not need to obtain any signatures on the drop slip. The non-penalty drop deadline is July 8. The last day to drop is July 25.

Supervisor Evaluation

(Continued from page 1)

you to do when the work is not obvious, or there is a 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 journal and your monthly "check in." 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

Hours Summary Sheet

You should complete an *Hours Summary Sheet* to summarize your activity at the practicum site. I will send you this spreadsheet electronically once we have

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.

classes and other academic experiences with your practicum. 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. You must turn in the first part of your journal

by June 20. This initial journal review is simply for me to check that the form is appropriate.

signed your contract. 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.

Check-Ins

You must also contact me on an approximately monthly basis. See the checklist for specific dates. You can do this in several ways. You can drop in at my University office or schedule an appointment for my other office. You can call me at the University (836-5830), and leave a message if necessary. You can call me at

my other office (827-8989) where you can call me and leave a message on voice mail, if needed.

You may also e-mail me. If you e-mail me, you should tell me

- ◆ How many hours you have completed

- ◆ 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.

Checklist

- Sign contract with Dr. Lutz.
- Request online permission for Psy 696 and the desired section. Once permission is obtained, register for Psy 696.
- Enroll in Blackboard.
- Check in with Dr. Lutz between June 1-June 30.

Complete journal on a daily basis. Turn in for the first time after your first four sessions at the site or by June 20, whichever is sooner.

Check in with Dr. Lutz between July 1-July 31.

Complete 170 onsite hours.

Have evaluation form or letter

completed by supervisor.

Turn in complete journal with *Hours Summary Form* by the completion of the practicum.

Give Dr. Lutz a 150 word statement of the pros and cons of your practicum experience.

Blackboard

Go to <http://blackboard.missouristate.edu>.

Login in to the Blackboard CourseInfo system. Find my courses, and login to the

Psy 696 course. You can monitor your grades as well as course announcements

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, Sicheluff Hall 296, (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.