

January 14, 2008

**Contact****Information:**

Dave Lutz

Office: Hill 424

Phone:

University: 836-5830

Other: 827-8989

E-mail: DavidLutz  
@missouristate.eduOffice Hours: MW  
8:30 am-11:00 am

Prerequisites:

Psy 696 and Permis-  
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# Psychology 698: Internship

## Objectives and Attendance

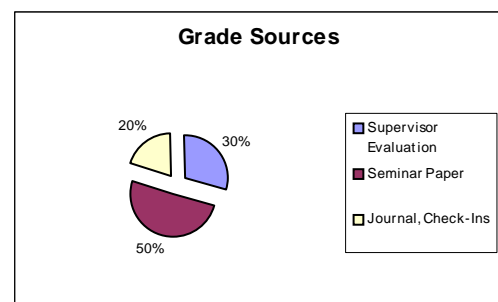
This practicum is designed to help you gain experience in psychologically related, "real world" positions. This course is designed to do more than simply place you in a position or job. Instead, it is specifically designed to integrate your academic, "book" learning with experiences outside the classroom.

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

30% of your grade (60 points) is based on the practicum 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

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## 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/recreg/chnsched.html>). You do not need to obtain any signatures on the drop slip. The no-penalty drop deadline is October 24. The last day to drop is November 30.**

## Supervisor Evaluation

(Continued from page 1)

supervisors what they want 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

## Journal

20% of your grade (30 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

opportunity!

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

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

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.

by September 21. 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 698 and the desired section. Once permission is obtained, register for Psy 698.

☞ Enroll in Blackboard.

☞ Check in with Dr. Lutz between January 14-February 15.

☞ Complete journal on a daily basis. Turn in for the first time after your first four sessions at the site or by February 15, whichever is sooner.

☞ Check in with Dr. Lutz between February 18-March 19.

☞ Check in with Dr. Lutz between March 31 and May 8.

☞ Complete 125 onsite hours.

☞ Have evaluation form or letter completed by supervisor.

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

☞ Complete and defend your seminar paper.

☞ Have the Seminar Report form completed and forwarded to the Graduate College.

## 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.

## Seminar Paper

50% of your grade is based on your seminar paper. In addition to the hours on site, you must write a seminar paper. This seminar paper is a detailed literature review similar to such a review that is found in a journal. In addition, the literature review should be integrated with your applied experience. This typically means focusing around a topic that relates to your internship, and also integrating personal experience on the internship with your literature review. As

with a thesis, you choose a faculty member as chair of your seminar paper committee and two other faculty members to serve on your committee. We encourage an interdisciplinary focus, meaning that one of these committee members should be from outside the clinical faculty and ideally from a department other than Psychology. You should provide a proposal to your committee members prior to beginning work on the seminar paper. Once the proposal is approved, you

work closely with your seminar paper chair to produce a quality document. You then defend the paper in front of your chairperson and committee members at a scheduled oral examination. Once you have completed the oral examination, have your seminar paper chair sign the Seminar Report form, and forward it to the Graduate College.

## Blackboard

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

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

Psy 698 course. You can monitor your grades as well as course announcements