

**Psychology 460 - Syllabus
Internships
Spring 2008**

Instructor: Dr. Natalie Person
Office hours: Tuesdays 11 a.m. – 12:00 p.m.
or by appointment

Phone: 843-3988
Office: 119 Clough, 127 Clough (lab)
email: person@rhodes.edu

Course Requirements

Below are the requirements for the internship that appear on the Psychology Department webpage. You are required to do all of the things highlighted in yellow. I have added the bold text which includes additional requirements deadlines, and how you will be evaluated. Unlike some previous semesters, I am requiring that you choose to either keep a weekly journal or write a paper at the end of the semester (item 3 OR 5 below). Regardless of which option you choose, you will need to reflect on your experiences in light of material you have read and in light of related coursework you have done. If you do additional reading related to your internship and psychology, and discuss this in your journal entries, they will certainly be graded more favorably.

1. Read and pledge that you have read the Ethical Guidelines for Research or for Clinical Practice, depending on which is relevant to your placement. This is required by the end of your first week. This is mandatory. You will not be allowed to continue in your internship unless I have received your pledge by January 18, 2008.
2. Make a contract (a sample is available) and have it signed by all three parties by the end of the second week (first draft is due to on-campus instructor by the end of the first week). An internship contract must include:
 - a. A description of your interest, goal, purpose for doing this internship-what you hope to learn
 - b. A brief (one paragraph) description of a specific project you will work on during this internship. Specify that you will write a paper describing this project. This paper will be evaluated by your on-campus supervisor.
 - c. The name and position of the person on-site who will be your primary supervisor. Specify how frequently you will meet with this person, and say that this person will be responsible for evaluating your performance on-site. If there are people other than your primary supervisor with whom you will work regularly, name them and describe their position if possible.
 - d. Specify that you will keep a journal.
 - e. Specify that you will prepare an annotated bibliography that will provide a one paragraph description of each work you read in conjunction with your internship work. Your on-site supervisor will help select readings. The on-campus supervisor will be responsible for evaluating the bibliography.
 - f. Specify that you will write a 250-500 word summary of your internship experience which will be kept on file in the department of psychology for use by future students.
 - g. Specify the days and hours that you plan to spend on-site.
 - h. Specify how the hours will be allocated between various on-site activities, library work, and writing. The total number of hours allocated should equal 46 x the number of credits you are enrolled for.
 - i. Signature, name with title, address, and phone number of each: the on-site supervisor, the on-campus supervisor, and yourself.

This is mandatory. Your contract is due by the end of your first full week of internship. The dates will vary depending on individual students' placements.
3. Keep a journal describing all on-site activities. This will be checked at midterm and at the end of the term. In it you will:
 - a. Keep a log of all on-site activities.

- b. Reflect on those activities, evaluating your experience in light of material you have read and in light of related coursework you have done. Your contract should specify that your journal will be evaluated by your on-campus supervisor. You may optionally turn this in to the on-site supervisor as well.

You will turn in a minimum of 10 journal entries. The entries will be due on Monday at 12:00 p.m. following the week that the journal entry corresponds to. For example, if you were to write a journal entry for the week of January 7-11, your journal entry would be due on January 14 at 12:00 noon. All journal entries will be submitted electronically to my Inbox on the Academic Volume Fileserver. The file names for the journal entries must be in the following format: LAST NAME Date (e.g., Person 01-10-08.doc). Each journal entry should be double-spaced and a minimum of 250 words. (90% of your final grade if you choose this option)

4. Prepare an annotated bibliography, typed in APA style, with a one-paragraph description of the relevance and usefulness of each reading. **I am not requiring that you do this.**
5. Write a paper that reports on the internship project. This paper should integrate practical experiences on-site with academic and library work. It just be written and typed in accordance with APA style. (We highly recommend Rosnow and Rosnow's paperback, *Writing Papers in Psychology*, as a reference book for learning APA style). Your final paper is due Wednesday, April 30, 2008 at 12:00 noon. (90% of your final grade is you choose this option)
6. Write a 250-500 word summary of your internship experience which will be kept on file in the department of psychology for use of future students. Your summary is due Friday, April 25, 2008 at 12:00 p.m. (10% of final grade)
7. Your onsite supervisor will evaluate your performance and will assign you a letter grade at the end of the semester. This grade will be taken into account when I determine your final grade at the end of the semester.
8. If there are *any* problems in your internship, you must notify me immediately.

If you are uncertain about the requirements, you can always check the internship requirements on the Psychology Department webpage <http://www.rhodes.edu/academics/8417.asp>.

Class Meetings

We will meet as a class to discuss your internship experiences throughout the semester. We will either meet during our regularly scheduled class time or at a time that does not conflict with your internship hours.