

**PSYCH 445 UNDERGRADUATE PRACTICUM
SYLLABUS Spring 2018**

Instructor: Dr. Kayla Zeal, Ph.D.

Address: Office in JT 324; Mailbox in JT 235
WSU Psychology Dept.
P.O. Box 644820
Pullman, WA 99164-4820 E-mail: kayla.zeal@wsu.edu (preferred)

Office Hours: By appointment only (Please note I work full time at CAPS and am unavailable to meet with PSYCH 445 students during those hours or at that office space)

Required e-text: Luboski, J. (2001). Handbook for Psych 445 Undergraduate Practicum.

PURPOSE

Enrollment in Psych 445 Undergraduate Practicum provides academic credit for training and supervised experiences in selected community service agencies and businesses. Additionally, the goals of the program include the following:

- Acquiring practical skills that may enhance students' opportunities for graduate school or employment
- Providing experiences in self-exploration and assessment for various professional roles and graduate training
- Providing an opportunity for psychology and related majors to integrate their knowledge of psychology with agency needs
- Providing an opportunity for analyzing and resolving challenges in real-world settings

Course Learning Goals for Psych 445 that are consistent with goals set forth by WSU and by the Psychology Department can be found in a table at the end of the syllabus.

REQUIREMENTS

OBTAINING A PLACEMENT

Identify potential placements

- Look over agency descriptions in the List of Practicum Sites to find placements that interest you. Please note the requirements for specific time blocks requested by some agencies. This is designed to give both you and the agency the most rewarding experience possible. If you would like a practicum at a site that is not listed, this needs to be approved by the instructor ahead of time (before you can earn any hours).

Interview

- Contact the desired agency/agencies to have further questions answered. Ask to speak with the contact person listed for the agency or with someone who deals with volunteers (if contact person is no longer there). A screening interview with the agency will

facilitate a better understanding of the agency to determine if this experience would be of mutual benefit. See the Handbook for questions to ask during a screening interview.

Ask about liability insurance

- If your practicum site is off-campus, find out if they require additional professional liability insurance. If so, you must purchase such insurance before starting at your site. You may purchase professional liability insurance through WSU. The required payment form can be found at <https://riskmanagement.wsu.edu/StudentLiability.html> and is called Student Medical Professional Liability Insurance. Proof of purchase should be given to your site supervisor and noted on your Practicum Agreement.

Completing Forms

- During the agency interview, if you both decide that the placement will be of mutual benefit, *you and your supervisor* should complete, sign, and date the **Practicum Agreement Form** before you start working there. Some offsite practicum sites will need to sign **2 of the Washington State University Student Affiliation Agreements**, as they have now expired. You can see which sites have current and expired agreements in the site list. Please talk to me if your site's agreement is expired.
- You must also complete the **Learning Goals Form** and the **Confidentiality Agreement Form**. These forms can be found at the end of the Handbook.
- Use **blue** or **black ink** (no pencil). Contracts such as these should always be signed in ink. Colors other than blue or black do not copy or scan well.
- Return all completed forms to me (hard copy only) by **February 6**, which is the last day to drop a class without record. If you do not turn in the forms by February 6, you must drop/withdraw to avoid a failing grade.
- Please make copies of the Practicum Agreement Form and Learning Goals Form for yourself and your site supervisor.

Practicum is not a job

- You may **not be paid** for your practicum work. The requirements and expectations for a paid position are often different than those for a volunteer position and have the potential to come into conflict. Keeping jobs and practicum experiences separate will serve to protect you from the negative effects of such conflict.

Credits and hours

- This class is a **pass/fail** (S/F) course and can be taken for variable credits.
 - 1 credit = minimum 15 hours/semester (average 1-3 hours/week at the agency)
 - 2 credits = minimum 60 hours/semester (average 4-6 hours/week at the agency)
 - 3 credits = minimum 105 hours/semester (average 7-9 hours/week at the agency)

- All of your hours need to be completed between **January 8 and April 27**. Exceptions need to be approved by the instructor (Example: Returning student who continued at same practicum site without interruption between semesters)
- During your academic career at WSU, you may be awarded a **maximum of 6 credit hours** for Psych 445; however, the **maximum per semester is 3**.

Changes to Practicum Agreement (credits, hours, duties)

- **The number of credits on your Practicum Agreement (or Addendum) must always match the number of credits you are registered for on myWSU.**
- If you want to change the number of credits before the semester has started or before you have started at a practicum site during the first week of the semester, you may change the number of credits through myWSU. I do not need to be involved. Edit the units on myWSU = change credits.
- Changing the number of credits after you have started at your practicum (or if your duties have significantly changed):
 - If your credits (or other significant job duties) on the Practicum Agreement Form need to be changed, *you and your supervisor* must complete the **Practicum Agreement Addendum/Change Form** (you, your supervisor, and I must sign it). This form must be turned in to me by **March 22**.
 - If your credits on myWSU need to be changed, *you and I* must complete a WSU Student Enrollment Change Form that can be found at <http://registrar.wsu.edu/ropubs>. After I sign it, the form must be submitted to the Psychology Department by the morning of **April 27**. The department will submit your change by 5:00 PM, which is the university deadline.

IN-CLASS GROUP SUPERVISION MEETINGS AND ASSIGNMENTS

Class expectations

- In-class supervision meetings are designed to be a place where students discuss learning experiences, personal reactions to practical work, and professional and ethical issues. Students have the opportunity to receive additional supervision and feedback from the instructor and other students. It is also an opportunity to hear about various placements. **Thus, participation and attendance are REQUIRED—no exceptions!** Students who miss even one class risk receiving a failing grade. Unavoidable absences should be discussed with me as soon as possible to determine if/how work can be made up. We will meet approximately every other week for an hour during the evening. **See Course Schedule below for class dates.**

Assignment expectations

- **Assignments given by the instructor are also REQUIRED and are to be turned in on time.** They include preparing to discuss readings and exercises from the Handbook, an

ethics assignment, a career presentation, and journals that document your personal experiences and reactions to your experiences while working at the agency.

- **Journal entries:** Journals should include such things as skills acquired and practiced, knowledge you've been able to apply from courses in psychology and related areas, ethical and professional concerns, personal reactions to experiences, and comments on personal and professional growth. The section in the Handbook regarding journaling provides additional guidance. Other readings in the Handbook should also provide ideas about what to write in the journal. You should write a **MINIMUM** of 2 double-spaced pages (or **500-600 words**) for each due date. **See Course Schedule below for class dates/journal due dates.**
- **Ethics assignment:** Find documented national, ethical guidelines that apply to your practicum work. The references for some of the guidelines are in the Handbook. Your site supervisor might be able to help you find the right set of guidelines. *Do not* use state law, federal law, HIPAA law, or agency ethical guidelines. They should be written by a professional organization (e.g., organization for teachers, coaches, counselors, etc.). Select 3 guidelines that apply to your work as a practicum student at your site. Explain in your own words why the guideline is important and how you, in your practicum role, would follow each guideline (right vs. wrong). Also, give one example (for each guideline) of how someone or a situation might challenge you to break the guideline for a "good reason" and how you would handle this type of situation. I am especially looking for examples where it is not clear what the right thing to do is. By definition, it is a dilemma (right vs. right). Include a reference of your source. **Due February 22.**
- **Career presentation:** Research a career in which you are interested. Find out what type of education, training, skills, and experience are needed. Find out what type of agency, business, or setting people in this career can work in. Determine whom this career serves (i.e., type of client, customer, other businesses, etc.). With whom do people in this career interact? Who are their colleagues or business associates? In what fields do their colleagues and associates work? Find out salary information for this career and what future job prospects are. What are possible links between psychology and this career? You can find some resources in the Handbook. You might also find useful information at Career Services. Please use reputable and reliable sources (not eHow.com). You will have 10-15 minutes to present this information to the group. Please use a visual aid (handout, poster, PowerPoint) to make your presentation interesting to others. Feel free to be creative. Turn in a copy of your visual aid (hard copy or via email) and a list of references you used. **You will be assigned to present on either March 8 or April 5.**
- **Peer Evaluations of Career Presentation:** You will complete an evaluation of your peers' career presentations. This will help you to be engaged in the presentation and will give your peers helpful feedback about their presentations skills. You will rate how well they covered the required elements of the assignment, quality of presentation skills (e.g., speech, eye contact), quality of visual aid, and how well they kept your attention. You

should also share specific comments about the presentations. You will complete the evaluations during class and turn them in to me. Once I have noted that you completed the forms on both presentations dates, I will give you a passing grade for the assignment on each date. I will provide the presenter with anonymous feedback/themes from your peer evaluations. Your evaluations will not be used as part of the student's career presentation grade; I will make that determination. Your honest, constructive criticism will help your peers. **Due March 8 and April 5.**

STUDENT AND AGENCY EVALUATIONS

- At the end of the semester, you are required to obtain evaluations of your performance from the agency supervisor. All of your hours should be completed by **April 27**. Positive feedback about completion of hours and duties will result in a passing grade for this form. Dismissal from the practicum site is grounds for failing. **Hard copy of Agency Evaluation of Student form due in my mailbox by May 3 before 5:00 PM.**
- **You must also submit a hard copy of the Student Evaluation of Agency form to my mailbox by May 3 before 5:00 PM**, which gives you the opportunity to enhance practicum experiences for future students.

COURSE SCHEDULE

All meetings are bi-weekly on Thursdays from 5:40 PM until 6:55 PM in Center for Undergrad Education 316. All journals/ethics assignment need to be turned in **by the start of class** on the due date.

DATE	CLASS/TOPIC	ASSIGNMENTS DUE
1/11/18	Organizational Meeting <ul style="list-style-type: none"> • Review syllabus • Learn how to get started • Tips from returning students 	<ul style="list-style-type: none"> • Review list of practicum sites
1/25/18 Class 1	<ul style="list-style-type: none"> • Get to know each other • Clarifying reasons & expectations for practicum • How to make it a learning experience • Assign career presentation due dates 	<ul style="list-style-type: none"> • Read p. 4-28 of handbook • Be prepared to discuss exercises on p. 8-14 • Contact practicum sites • Journal 1 due
2/6/18	<p style="text-align: center;">Form Due Date Last day to drop without record</p>	<ul style="list-style-type: none"> • Practicum Agreement Form • 2 of the Washington State University Student Affiliation Agreements (for off campus sites that have expired agreements) • Learning Goals Form • Confidentiality Agreement Form
2/8/18 Class 2	<ul style="list-style-type: none"> • Ethics & professional organizations • Review ethics assignment 	<ul style="list-style-type: none"> • Read p. 38-47 • Journal 2 due

2/22/18 Class 3	<ul style="list-style-type: none"> • Making the most of practicum • Handling problems • Diversity issues • Review career assignment 	<ul style="list-style-type: none"> • Read p. 29-37, 48-53 • Be prepared to discuss exercises on p. 49-51, 53 • Ethics assignment due
3/8/18 Class 4	<ul style="list-style-type: none"> • First round of career presentations 	<ul style="list-style-type: none"> • Read p. 54-63 • Career presentation due • Peer Evaluations of Career Presentations
3/22/18 Class 5	<ul style="list-style-type: none"> • Stress, burnout, self-care • Discuss taking Psych 445 next semester 	<ul style="list-style-type: none"> • Read p. 64-76 • Be prepared to discuss exercises on p. 64, 67, 69 • Journal due • Practicum Agreement Addendum/Change Form due
4/5/18 Class 6	<ul style="list-style-type: none"> • Second round of career presentations • Discuss wrapping up the semester 	<ul style="list-style-type: none"> • Read p. 54-63 • Career presentation due • Peer Evaluations of Career Presentations
4/19/18 Class 7- Last Class	<ul style="list-style-type: none"> • Review of Learning Goals • Saying goodbye, letters of recommendation 	<ul style="list-style-type: none"> • Read p. 77-84 • Be prepared to discuss exercises on p. 82-84 • Journal due
4/27/18	Form Due Date – University Deadline Last day to accrue practicum hours	<ul style="list-style-type: none"> • Last date to turn in WSU Student Enrollment Change Form to change credits (morning of 4/27)
5/3/18	Form Due Date	<ul style="list-style-type: none"> • Evaluation of Student • Evaluation of Agency

GRADING

Assignments

Each assignment (or element of the assignment) is graded as pass/fail—1 point for a pass, 0 points for a fail. You must receive a passing grade on all assignments (14 points) to receive a passing grade for the course. The assignments are as follows:

- Practicum Agreement (and Addendum/Change form, if necessary)
- Learning Goals
- Confidentiality Agreement
- Journals (and additional work if class is missed; 4 points total)
- Ethics Assignment
- Career Presentation Reference List
- Presentation Visual Aid
- Career Presentation Peer Evaluations (2 points total)

- Agency Evaluation of Student
- Student Evaluation of Agency

Midterm Grades

The following midterm grades will be given by **February 28** to assess progress:

- “S” midterm grade is given to any student who is making satisfactory progress.
- “F” midterm grade is given to any student whose progress is not acceptable and who needs to discuss his/her progress with the instructor.

The assessment should not be interpreted as a formal grade, but rather as an indication of the student’s progress to date. Midterm grades are advisory and do not appear on the student’s permanent record, the WSU transcript.

Final Grades

Final Grades will be submitted to myWSU before 5:00 on **May 8**.

STUDENTS TAKING THE COURSE FOR A SECOND TIME

If you are taking Psych 445 for a second (or third time), you are not required to attend classes, complete the ethics assignment, the career presentation, or career presentation peer evaluations. You should follow the syllabus and course schedule for completing the Practicum Agreement (Addendum/Change Form, if necessary), Learning Goals, Confidentiality Agreement, Washington State University Student Affiliation Agreements for off campus sites with expired agreements, journals (4), Agency Evaluation of Student, and Student Evaluation of Agency. You need to complete the Practicum Agreement, Learning Goals, and Confidentiality Agreement whether you are doing your practicum at the same site or a new site. You must get 9 points in order to receive a passing grade for the course.

ACADEMIC INTEGRITY

All forms of academic dishonesty are prohibited in this course. This includes cheating, falsification, fabrication, multiple submission, plagiarism, abuse of academic materials, complicity, and misconduct in research. Cheating is defined in the Standards for Student Conduct WAC 504-26-010 (3). Academic dishonesty will result in a failing grade for the course and will be reported to the Office of Student Conduct. For complete information, go to <http://conduct.wsu.edu/>

ATTENTION: STUDENTS WITH DISABILITIES

University policy regarding students with specific disabilities stipulates the following: “Students with Disabilities: Reasonable accommodations are available for students with a documented disability. If you have a disability and need accommodations to fully participate in this class, please either visit or call the Access Center (Washington Building 217; 509-335-3417) to schedule an appointment with an Access Advisor. All accommodations **MUST** be approved through the Access Center.”

SAFETY ON CAMPUS

Please check out the university’s website on campus safety at <http://safetyplan.wsu.edu/> and <http://oem.wsu.edu/Emergencies.html> . You can obtain up-to-date information on developing

safety issues at <http://alert.wsu.edu/> . If an evacuation is necessary during our class, I will direct you to an exit and assembly point. I will be responsible for making sure that everyone has left the building and is accounted for. So, please stay together as a class until I have accounted for everyone.

COURSE LEARNING GOALS

University Learning Goals <i>(baccalaureate)</i>	Psychology Program Goals <i>The program will teach/train . . .</i>	Student Learning Outcomes for Psych 445 <i>After completing this course, students will be able to . . .</i>
	A fundamental knowledge of psychology and its application.	Apply major concepts, principles, and theories of psychology to account for psychological phenomena and address "real world issues" in the practicum experience.
Critical & Creative Thinking	The use of critical and creative thinking in evaluating and applying psychological information.	Use reasoning, skepticism, & empirical evidence to recognize, develop, evaluate and/or defend/criticize a claim or argument in the practicum and when applying psychological theories to the practicum. Demonstrate tolerance for ambiguity, such as when practicum experiences don't exactly match psychological theory or when ethical guidelines come into conflict with each other, and a desire to pursue new ideas/approaches during the practical experience with an open, but critical, mind.
Scientific Literacy Quantitative Reasoning	The understanding and ethical application of the statistical analyses and research methods used in psychology.	Follow APA Ethics Codes or other professional ethics codes that apply to the practical work.

Communication	Successful communication in a variety of formats.	<p>Explain and explore one’s learning process during the practical experience through written journals and class discussions.</p> <p>Write a paper to show understanding and application of ethical principles to the practical experience.</p> <p>Orally present a career path of one’s interest and use visual aids to enhance the oral presentation.</p>
Information Literacy	The effective, responsible, and ethical use of information and technology.	<p>Locate and choose relevant references from appropriate sources (e.g., print, internet, human experts) for the ethics paper and career presentation.</p> <p>Evaluate the credibility and accuracy of information from these various sources.</p> <p>Understand, appreciate, and protect intellectual property when using sources for assignments.</p>
Diversity	Understanding & respect for differences at the individual, sociocultural, and international level.	<p>Explain how individual differences in biological and environmental factors affect perceptions, cognitions, and behaviors in themselves and in those served at practicum site.</p> <p>Recognize how values, assumptions, and biases affect perceptions, cognitions, and behaviors in the practical experience.</p> <p>Identify, analyze, and critique how social, economical, political, and cultural forces influence behavior in themselves and those served at practicum site.</p>
Depth, Breadth, & Integration of Learning	Personal and career development.	<p>Use psychological knowledge to better understand themselves as they explore potential career interests.</p>

		<p>Practice personal integrity, citizenship, and service to others in a compassionate and ethical manner during the practical experience.</p> <p>Develop skills and knowledge relevant to pursuing their selected career goals through the practical experience, hearing of others' experiences, and course assignments.</p>
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