**Sample Syllabus**

Applied Internship in Psychology- Psychology 4396

Service-Learning Course

Online: Fall 2021- Course Syllabus

Professor: Robyn R. Rogers, LPC

E-MAIL: [rr16@txstate.edu](mailto:rr16@txstate.edu)

Here is your link:

***INTERNSHIP MEETING TIMES***: Although we will be having our class meetings on Zoom, many of you will be meeting with your sites F2F, or a combination of online and F2F. **Our first** **scheduled Zoom Meeting is on Monday, August 20, 2021, from 2:00- 3:15**.

Here is your link:

We will schedule our future meeting at this time. We will not meet every week, but together we will create the required Meeting Schedule. ***Meetings are required!*** Looking forward to our first meeting and a great Fall Term 2021!

***VIRTUAL OFFICE HOURS***: This is an Online Applied Internship course; communication between us is more important than ever. Email or text anytime! We can set a time to meet on the phone, Facetime, or Zoom by appointment. I will make myself very available to you and will get back to you the same day if at all possible.

***COURSE DESCRIPTION AND PURPOSE*** - This Online Applied Internship course provides you with an opportunity to apply knowledge and skills gained in classes to actual work settings while under both site and academic supervision. Your sites and I have worked diligently to create a meaningful Online Applied Internship experience for the clients you work with, your sites, and for each of you, as we move forward in our brave new world. The skills you are learning in your Applied Internship will prove invaluable as we transition our world to increasing technology interaction when we cannot meet in person, whatever the circumstances. While interning at your placement, you will learn about the different aspects of working in a social service, school, or other community settings while assessing your own skills and suitability for this kind of graduate work or employment experience. You will have on-site supervision and faculty supervision. Each of you have been assigned an Onsite Supervisor at your site. Your On-site supervisor is responsible for scheduling your hours and together with you, creating your site experience where you will be treated very much like staff on a job site. As your faculty Supervisor, I am responsible for first interviews, placements, supervision, and course grades based on feedback from your site supervisors.

***This Applied Internship is a great opportunity to make a small difference at least, in a significant way!***

**ATTENDANCE** - During the semester, 120 hours at your internship site is required, this is approximately 12 hours a week. Weekly check-ins with your Applied Internship On-Site Supervisor are required. Also required, are meetings with me, your Faculty Supervisor, at assigned times. These will take place on Zoom, on FaceTime, or on the phone. You are responsible for informing your On-Site Supervisor and me, your Faculty Supervisor, if you must miss any scheduled work or meeting. ***Please keep me ‘in the loop’ by copying me on all email correspondence*** with your site supervisor, which includes if you are running late, missing a scheduled time or any other important information.

**GRADING** - Your grade in this course will based on results on the following:

**1. \*Reflection Papers (RP’s)**- ***Email your Reflection Papers on the 1st and 15th day of each month by 11:55pm to my direct email. I will respond to each of your submitted Reflection papers within a week. It is part of being responsible and accountable to have timely RP’s. You may turn in RP’s a day or two early if needed. Please do not be late.***

**2.** **\*Attendance - One hundred and twenty hours at your internship site, about 10 to 12 hours week, are scheduled with your on-site supervisor. This is an agreement with your site.**

***\*Attendance at our Zoom meetings is mandatory. Missed meeting and/ or late RP’s may result in lowering your final grade.***

**3. *\**Service- Learning Paragraph** –Write a Paragraph about your Applied Internship experience including the items listed below. We will discuss the outline and Service-Learning Paragraph in further detail in our November meeting. It is written to support the Service- Learning initiative and include the positive takeaways from your experience. This is not a Course Evaluation. Course Evaluations will be in the usual online way.

***In the first line of your Service-Learning Paragraph state the following: The Applied Internship in Psychology was under the Faculty Supervision of Professor Robyn R. Rogers. I was placed at (site name here). Then include the following:***

***How will this experience affect your career or personal goals?***

***What have you learned about the organization?***

***What have you learned about the population, and your ability to work with this population?***

***What is the most significant take-away from this experience?***

**4. \* Field Work** – You will spend *one hundred and twenty hours* at your Applied Internship site. Your grade is the result of on the assessment of your field experience by your On-site Supervisor, and me, your Faculty Supervisor. Attendance at meetings, and satisfactory and timely completion of Reflection Papers is part of how your grade is earned.

**6.\* Mid- Semester Written Evaluation and Exit Meeting**- Your On- site supervisors will provide a written Mid-Semester Evaluation of your work at your site in October, and an Exit Meeting Evaluation of your progress since Midterm to the end of term in November. This will give you feedback about how all is going, areas to work on, and help with assessing the ways you are moving toward becoming a professional. The middle of October, and again at the end of November, I will meet with each of you for 20-30 minutes on the phone, Facetime, or Zoom, to talk about your experience and help process all you have learned.

**COURSE GRADE**

Field Work 60 points

Midterm Evaluation, and Exit Meeting Evaluations 40 points

(This component includes our verbal meeting which follow your on-site supervisor checkpoints.

Also included are the Reflection Papers, Attendance at Monday Meetings (accountability), and completing the Service-Learning Paragraph.)

Total 100 points

***ZOOMROOM NETIQUETTE****: Out of consideration for your professor and peers, please attend our Zoom Meetings in the same manner you would attend a F2F meeting. Please have your video on and be prepared for a lively meeting with discussion and exchange of thoughts and ideas. Try to have a quiet place without distraction from others, pets, and food, if possible. These are sometimes not possible, but we will do the best we can to have good exchange of ideas and information!*

**SPECIAL ACCOMMODATIONS**

Students with special needs (as documented by the Office of Disability Services), should notify the instructor at the beginning of the semester. Office of Disability Service, LBJ Student Center 5-5.1 - (512) 245 – 3451. <http://uwebb.txstate.edu/academicaffairs/pps/PPS4/4-01.do>c

**ACADEMIC HONESTY STATEMENT**

Learning and teaching take place best in an atmosphere of intellectual fair-minded openness. All members of the academic community are responsible for supporting freedom and openness through rigorous personal standards of honesty and fairness. Plagiarism and other forms of academic dishonesty undermine the very purpose of the university and diminish the value of education. Specific sanctions of academic dishonesty, as well as appropriate conduct in the classroom, are outlined in the Texas State Student Handbook at http://www.txstate.edu/effective/upps/upps-07-10-01.html.

**Texas State Academic Honor Code**

As members of a community dedicated to learning, inquiry, and creation; the students, faculty, and administration of our university live by the principles in this Honor Code. These principles require all members of this community to be conscientious, respectful, and honest.

WE ARE CONSCIENTIOUS. We complete our work on time and make every effort to do it right. We come to class and meetings prepared and are willing to demonstrate it. We hold ourselves to doing what is required, embrace rigor, and shun mediocrity, special requests, and excuses.

WE ARE RESPECTFUL. We act civilly toward one another, and we cooperate with each other. We will strive to create an environment in which people respect and listen to one another, speaking when appropriate, and permitting other people to participate and express their views.

WE ARE HONEST. We do our own work and are honest with one another in all matters. We understand how various acts of dishonesty, like plagiarizing, falsifying data, and giving or receiving assistance to which one is not entitled, conflict as much with academic achievement as with the values of honesty and integrity.

**LEARNING OUTCOMES**

The Department of Psychology has adopted expected student learning outcomes for the undergraduate major, the graduate major, and for Psychology 1300. These expected learning outcomes are available for your review at the following website: <http://www.psych.txstate.edu/assessment/>

***Support Services (Internet/computer/technical problems are not an excuse for late work.)***

A reliable internet connection is necessary for completing this course. If you have problems with TRACS, see <http://tracsfacts.its.txstate.edu/Documents/Student-Guide.html>

**Technical Support Contact Information**

Phone Support: 512.245.5566; Hours: Monday - Friday 9 am - 5 pm

Email Support: tracs@txstate.edu

**SLAC (Student Learning Assistance) Lab**

Location: Alkek Library- 4th Floor

Phone Number: 512.245.2515

Web Site: <http://www.txstate.edu/slac/owl.ht>

**English Dept. Writing Lab**

Location: ASBN-1st Floor

Phone Number: 512.245.3018

Web Site: http://www.writingcenter.txstate.edu/

**Medical Concerns**

**If immediate medical care is needed, it is available at the Student Health Center at Texas State University**

Hours: M, W, F 8am-5pm; T, Th 9am-6pm

Phone: day: 512-245-2161, after hours: 512-245-2167

**Psychological assistance may be obtained at the University Counseling Center.**

Location: 5-4.1 LBJ Student Center, 8am-5pm M-F

Phone: 512-245-2208

Email: [counselingcenter@txstate.edu](mailto:counselingcenter@txstate.edu)

**National Suicide Prevention Lifeline**

We can all help prevent suicide. The Lifeline provides 24/7, free and confidential support for people in distress, prevention and crisis resources for you or your loved ones, and best practices for professionals.

1-800-273-8255