

**PSYCH 445 UNDERGRADUATE PRACTICUM
SYLLABUS FALL 2015**

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JT 324

Required e-text: Luboski, J. (2001). Handbook for Psych 445 Undergraduate Practicum.
("Documents & Forms" in Blackboard)

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 ("Documents & Forms" in Blackboard) 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.

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 <http://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.
- *You* must also complete the **Learning Goals Form** and the **Confidentiality Agreement Form**.
- These 3 forms can be found in “Documents & Forms” in Blackboard.
- 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 **September 22**, which is the last day to drop a class without record. If you do not turn in the forms by September 22, you must drop/withdraw to avoid a failing grade.
- I will provide you and your supervisor with a copy of the completed and signed forms, after I sign it, via email, mail, or fax. Look for an email from psych@mail.wsu.edu. You might need to look in your Junk email box.

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 August 24 and December 15. Exceptions (starting earlier or ending later) need to be approved by the instructor.
- 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.
- If you need to change 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 can be found under “Documents & Forms” in Blackboard. This form must be turned in to me by **November 10**.
 - 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/media/753487/enrollmentchangeform.pdf> . After I sign it, the form must be submitted to the Psychology Department by the morning of **December 11**. 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 or Blackboard Calendar 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 biweekly journals that document your personal experiences and reactions to your experiences while working at the agency.
- **Journal entries:** They 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 at least 2 double-spaced pages (or 500-600 words) for each due date and turned in via Blackboard ("Assignments & Submissions">"Journals"). **See Course Schedule below or Blackboard 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's not clear what the right thing to do is. By definition, it is a dilemma (right vs. right). Include a reference of your source. Submit via Blackboard ("Assignments & Submissions">"Ethics Assignment"). **Due October 7.**
- **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 15-20 minutes to present this information in a small group. Please use a small visual aid to make your presentation interesting to others. Feel free to be creative. Turn in a copy of your visual aid (hard copy or via Blackboard) and an annotated bibliography (references with brief summary of information in paragraph form), via Blackboard, of the sources you used for your presentation (“Assignments & Submissions”>”Career Assignment”). **You will be assigned to present on either October 20 or November 17.**

- **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 may also share specific comments about the presentations. You will complete the evaluations during class and turn them in to me (“Assignments & Submissions”>”Peer Evaluations of Career Presentations”). You may either complete the form electronically in class or you may complete the electronic version within the next 24 hours. If you plan to complete it after class, I encourage you to fill out a hard copy of the form during class. 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 give the presenter the anonymous 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 October 21 and November 18.**

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 December 15. Positive feedback about completion of hours and duties will result in a passing grade for this form. The form can be printed from Blackboard (“Documents & Forms”). **Hard copy of Agency Evaluation of Student form due by December 15 at 5:00 PM.** Slide it under my door in JT 324.
- **You must also submit a hard copy of the Student Evaluation of Agency form by December 15 at 5:00 PM,** which gives you the opportunity to enhance practicum experiences for future students. The form can be printed from Blackboard (“Documents & Forms”). Slide it under my door in JT 324.

COURSE SCHEDULE

All meetings are from 5:40 PM until 6:40 PM in Wilson-Short Hall 6.

DATE	CLASS/TOPIC	ASSIGNMENTS DUE
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8/25/15	<p style="text-align: center;">Organizational Meeting</p> <ul style="list-style-type: none"> • Review syllabus • Learn how to get started • Assign career presentation due dates 	
9/8/15	<p style="text-align: center;">Class #1</p> <ul style="list-style-type: none"> • Get to know each other • Clarifying reasons & expectations for practicum • How to make it a learning experience 	<ul style="list-style-type: none"> • Read p. 4-28 of handbook • Be prepared to discuss exercises on p. 8-14 • Journals
9/22/15	<p style="text-align: center;">Class #2</p> <ul style="list-style-type: none"> • Ethics & professional organizations • Review ethics assignment 	<ul style="list-style-type: none"> • Read p. 38-47 • Journals • Practicum Agreement, Learning Goals, and Confidentiality Agreement forms due
10/6/15	<p style="text-align: center;">Class #3</p> <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 • Journals • Ethics assignment
10/20/15	<p style="text-align: center;">Class #4</p> <ul style="list-style-type: none"> • First round of career presentations • Share practicum experiences with your peers 	<ul style="list-style-type: none"> • Read p. 54-63 • Career assignment • Peer Evaluations of Career Presentations • Journals
11/3/15	<p style="text-align: center;">Class #5</p> <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 • Journals
11/10/15	Form Due Date	<ul style="list-style-type: none"> • Practicum Agreement Addendum/Change Form due
11/17/15	<p style="text-align: center;">Class #6</p> <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 assignment • Peer Evaluations of Career Presentations • Journals
12/1/15	NO CLASS	
12/8/15	<p style="text-align: center;">Class #7</p> <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 • Journals

12/11/15	Form Due Date	<ul style="list-style-type: none"> • Last date to turn in WSU Student Enrollment Change Form
12/15/15	Form Due Date	<ul style="list-style-type: none"> • Evaluation of Student and 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 (total of 17 points) to receive a passing grade for the course. You can view your grades throughout the semester on Blackboard (“My Grades”). The assignments are as follows:

- Practicum Agreement (and Addendum/Change form, if necessary)
- Learning Goals
- Confidentiality Agreement
- 7 Journals (and additional work if class is missed)
- Ethics Assignment
- Career Presentation Annotated Bibliography
- Career 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 **October 14** 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 **December 22, 5:00 PM**.

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, or complete the career presentation. You should follow the syllabus and course schedule for completing the Practicum Agreement (Addendum/Change Form, if necessary), Learning Goals, Confidentiality Agreement, journals, 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.

BLACKBOARD

As noted throughout the syllabus, all of the materials and instructions for this class will be posted in Blackboard. And you will submit most of your assignments through Blackboard. I will also give you feedback on your assignments (grade, comments, need for revisions) through Blackboard.

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>
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	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.	Explain and explore one's learning process during the practical experience through written journals and class discussions. Write a paper to show understanding and application of ethical principles to the practical experience. Orally present a career path of one's interest and use visual aids to enhance the oral presentation.

<p>Information Literacy</p>	<p>The effective, responsible, and ethical use of information and technology.</p>	<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>
<p>Diversity</p>	<p>Understanding & respect for differences at the individual, sociocultural, and international level.</p>	<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>
<p>Depth, Breadth, & Integration of Learning</p>	<p>Personal and career development.</p>	<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</p>

		experience, hearing of others' experiences, and course assignments.
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