PSY 490: Practicum
Course Syllabus
1 to 6 credits, pre-arranged

Winter 2023
Tuesdays 1/10, 1/24, 2/7, 2/21, 3/14, 3/28, 4/18
8:30-10:20am, 233 Lake Superior Hall

Instructor: Mikhila Wildey, PhD
Office Hours: Mondays (virtual ONLY) 12:30-2pm
                    Tuesdays (virtual or in-person) 11am-12pm
                    Thursdays (virtual or in-person) 10am-11am
                    Please make an appointment here: https://calendly.com/wildeymi
                    *If these times do not work, email me with your available times M-F 9am-5pm
                    *You do NOT need to let me know you want to meet with me before scheduling a time
                    online – just schedule it!
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Course Objective:
This course is designed to provide students with opportunities to expand their awareness and
understanding of the various fields of work and study that are impacted by the psychology discipline and
in which students with bachelor's degrees in psychology often develop careers. Students will engage in
supervised work within the field of psychology at a professional site of their choosing. They will
coordinate their work with the practicum coordinator and worksite supervisor. Students will spend
approximately 3 hours per week per registered credit hour at their worksite (or approximately 45 hours
per credit hour per semester). Students will also attend a bi-weekly, two-hour group meeting with the
practicum coordinator and other students enrolled in the course. This course is aimed at students who
may not know what they would like to pursue in terms of a career or possible graduate education,
because it offers an opportunity to get real-world experience in the broad field of psychology in addition
to developing skills that will help them in their future career.

Prerequisites: PSY 101 and permission of the instructor

Course Objectives:
1. Use strategies they developed for networking, communicating, and managing conflict with
    professionals in the field and within the workplace.
2. Identify the role that diversity, ethics, and their own self-care plays in their relationships with
    others in the workplace.
3. Assess their professional skills and competencies.
4. Plan future steps for their career goals.
5. Relate the knowledge gained in psychology courses to specific professional contexts, agencies,
    and/or organizations.

Course Requirements:

1. Students must be accepted into a practicum/internship site prior to enrollment in the course. In addition, an application outlining the planned work conducted at the professional site must be submitted and approved prior to enrollment into the course. The application includes a plan that outlines the scope of the work to be conducted, goals/learning objectives for the student, and expected benefits from the work. This plan must be approved by both the practicum coordinator and worksite supervisor. This plan will be used as the basis for the worksite supervisor's evaluation of the conducted work.
2. Students will meet bi-weekly as a group for group discussion and content discussion (content detailed below). These meetings are mandatory, and only excused absences per the GVSU attendance policy will be permitted (i.e., intercollegiate events, religious holidays, military duty, documented medical conditions, birth/adoption of child, attendance at an academic or professional conference). **More than one unexcused absence will result in an automatic grade reduction. More than two unexcused absences will result in failure of the course.**
3. Students are required to obtain mid-semester feedback from their worksite supervisor and end of semester feedback from their worksite supervisor. Students are also required to provide their own feedback of their experiences at both time points.
4. Students will engage in a series of assignments (detailed below) pertaining to their experiences and various topics (also detailed below) that will be discussed during the bi-weekly meetings.

Assignments/Methods of Evaluation:

Assignment:	Total Possible Points:	Percentage of Grade:
Supervisor/Student Evaluations	100	20%
Journal Reflections	150	30%
Log of Hours	50	10%
Resume/CV	50	10%
Final Paper	150	30%
Total	**500**	

1. **Supervisor/Student Evaluations (25 points each, 100 points total):** At the mid-semester, students are required to complete an evaluation of their practicum experience and they must obtain an evaluation of their work by their worksite supervisor. These evaluations will be obtained again at the end of the semester. Each evaluation is worth 25 points each.
2. **Journal Reflections (25 points each, 150 points total):** For each bi-weekly meeting, students will be required to submit a 250-300 word journal reflection discussing their experience at their practicum site during the prior two weeks. Students can write about anything regarding their experience, including but not limited to the functioning of the office (e.g., work-supervisor relations, leadership and management practices, interactions with outside agencies), what they have learned in the field or about themselves, what they have found either easy and/or challenging, what they have liked/disliked at their site, their feelings about the work they are doing, how the work has made them think about future careers). Students can also integrate course readings into their journal reflections. Entries should be typed and include a word count.

3. **Log of Hours (50 points):** At the end of the semester, students must turn in a log of all of the hours they completed at their practicum, including a total number of hours.
4. **Resume/CV (50 points):** At the end of the semester, students must integrate their practicum experience into a resume or curriculum vitae that also includes their professional objective(s), educational information, and other relevant experience.
5. **Final Paper (150 points):** At the end of the semester, students will be required to write one final paper (750-1000 words) that discusses the skills they have learned and/or improved upon through their worksite that they believe will help them succeed in their future career. Students should use examples of scenarios they encountered at their worksite which helped them develop skills, and they can also use the mid-semester evaluation as a tool to comment on areas of growth over the course of the semester. Students are also welcome to discuss skills they learned through the practicum course and other courses at GVSU that have also shaped their ability to succeed in the future. The goal of this paper is for students to connect what they have learned through their worksite experience and courses with real-world skills so that they can use on future interviews, applications, etc. This paper should be typed, double-spaced, and must include a word count at the end.

Grading Scale:

	PASS		**FAIL**
93% and above	**A**	70-72%	**C-**
90-92%	**A-**	67-69%	**D+**
87-89%	**B+**	60-66%	**D**
83-86%	**B**	59% or below	**F**
80-82%	**B-**		
77-79%	**C+**		
73-76%	**C**		

The final grade for the course will calculated by dividing the total points obtained by the total points possible in the class (500 points). Given this course is pass/fail, students must obtain at least an C (73%, or 365 points) across all graded assignments to pass the course.

Course Policies:

1. Assignments with due-dates listed in the course schedule will be subject to a 10% penalty per day they are received late. More than three days late will result in a zero for that assignment.
2. Termination from the practicum site is automatic grounds for failing the course. Failing to complete your agreed upon hours in your contract can also be grounds for failing the course.
3. This course is subject to all standard GVSU course policies which can be found at https://www.gvsu.edu/coursepolicies/

Course Schedule – Note that this is subject to change

January 10, 2023:

- Topic:
    - Introduction/Goals for the class
    - Ethics
- Assignments due before class:
    - None
- Readings to complete before class:
    - https://www.verywellmind.com/apa-ethical-code-guidelines-4687465
        - Not required but full APA ethical code: https://www.apa.org/ethics/code

January 24, 2023:

- Topics:
    - Careers in the field of psychology
- Assignments due before class:
    - Journal Entry
- Readings to complete before class:
    - Explore and read about different career options & take notes: https://www.gvsu.edu/psychology/employment-options-for-psychology-majors-228.htm
    - Explore: https://www.bls.gov/ooh/home.htm

February 7, 2023:

- Topics:
    - Diversity, inclusion, and cultural competency
- Assignments due before class:
    - Journal Entry
    - ADDRESSING model exercise (just go through and quickly identify your identity for each piece of the model – will discuss in class and this will not be turned in) – found under readings
- Readings to complete before class:
    - White Privilege: Unpacking the Invisible Knapsack Peggy McIntosh
    - "How are Your Person First Skills? A Self-assessment" – Carol Russell
    - https://www.scientificamerican.com/article/how-diversity-makes-us-smarter/
    - Hays, P. A. (2016). The new reality: Diversity and complexity. In P. A. Hays, *Addressing cultural complexities in practice: Assessment, diagnosis, and therapy* (pp. 3–18). American Psychological Association.

February 28, 2023:

- Topics:
    - Finding, applying, and interviewing for a job or graduate school
- Assignments due before class:
    - Journal Entry
- Readings to complete before class:
    - Appleby, D. C., & Appleby, K. M. (2006). Kisses of death in the graduate school application process. *Teaching of Psychology, 33,* 19-24.
    - Letter from GVSU Alumni – Mike Mead
    - "How to Interview for Graduate School" – Mitch Prinstein

March 14, 2023:

- Topics:
    - Writing resumes, CVs, and cover letters
- Assignments due before class:
    - Journal Entry
    - Mid-Semester Feedback Due
- Readings to complete before class:
    - https://www.npr.org/sections/ed/2017/02/27/502445571/hey-students-5-things-that-are-wrong-with-your-cover-letter
    - Explore GVSU's guide: https://www.gvsu.edu/careers/resume-guide-178.htm

March 28, 2023:

- Topics:
    - Managing conflict and other problems in the workplace
    - Workplace communication
- Assignments due before class:
    - Journal Entry
    - CV/Resume
- Readings to complete before class:
    - https://www.thebalancecareers.com/get-along-with-boss-1919375
    - https://www.helpguide.org/articles/relationships-communication/conflict-resolution-skills.htm
    - Pipas, M. D., & Jaradat, M. (2010). Assertive communication skills. *Annales Universitatis Apulensis Series Oeconomica, 12,* 649-656.
    - Southard, S. G. (1990). Interacting successfully in corporate culture. *Journal of Business and Technical Communication, 4,* 79-90.

April 18, 2023:

- Topics:
    - Self-Care
- Assignments due before class:
    - Journal Entry
    - Final Paper
- Readings to complete before class:
    - Myers, S. B., Sweeney, A. C., Popick, V., Wesley, K., Bordfeld, A., & Fingerhut, R. (2012). Self-care practices and perceived stress levels among psychology graduate students. *Training and Education in Professional Psychology, 6,* 55-66.

Week of April 24th (Final Exam week):

- Assignments due Thursday April 27th by 8:30am:
    - End of Semester Feedback
    - Log of hours