

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

**Fall 2023**

**Tuesdays from 8:30-10:20am in LSH 134**

**Meeting dates: 8/29, 9/12, 9/26, 10/10, 10/31, 11/14, 11/28, 12/5**

**Instructor:** Mikhila Wildey, PhD

**Office Hours:** Please make an appointment here: <https://calendly.com/wildeymi>

\*If these times do not work, email me with your available times M-F 9am-4pm

\*You do NOT need to let me know you want to meet with me before scheduling a time online – just schedule it

**Email:** [wildeymi@gvsu.edu](mailto:wildeymi@gvsu.edu)

**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 by both the practicum coordinator and worksite supervisor prior to enrollment into the course. The application includes a plan that outlines the scope of the work to be conducted and goals/learning objectives for the student.

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:**

<b>Assignment:</b>	<b>Total Possible Points:</b>	<b>Percentage of Grade:</b>
Supervisor/Student Evaluations	100	20%
Journal Reflections	150	30%
Class Participation	50	10%
Log of Hours	50	10%
Resume/CV and Feedback Meeting with Dr. Wildey	50	10%
Feedback Meeting with Dr. Wildey	25	5%
Final Paper	75	15%
<b>Total</b>	<b>500</b>	

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. **Class Participation (50 points):** This class is set up as a small-group discussion-based course, and as such, participation is critical to helping you form connections with each other and with myself to get the most out of the class. Each week, I will expect you to actively contribute to class discussions (speaking to the group at least 1-2 times outside of our “check ins” at the beginning). At the mid-semester feedback, we will discuss your participation and whether you are on track to receive full points. If I have concerns about your participation, we will discuss what that would mean with regards to how many points you could earn. If you are someone

who finds it uncomfortable to speak up in class, I encourage you to meet with me outside of class so we can talk about this and work on this skill. If you have an excused absence for class, you will not lose participation points for that week.

4. **Log of Hours (50 points):** At the end of the semester, students must turn in a log of all the hours they completed at their practicum, including a total number of hours.
5. **Resume/CV (50 points):** Students will be required to integrate their practicum experience into a resume or curriculum vitae that also includes their professional objective(s), educational information, and other relevant experience. The Resume/CV is worth 50 points, and the feedback meeting is worth 25 points.
6. **Feedback Meeting w/ Dr. Wildey (25 points):** Upon completion of the resume/CV and after the mid-semester feedback is completed, students will be required to meet one-on-one with Dr. Wildey to go over these assignments and discuss their class participation points status.
7. **Final Paper (75 points):** At the end of the semester, students will be required to write one final paper (500-750 words) that discusses their professional strengths and weaknesses. Students should use examples of scenarios they encountered at their worksite that are evidence for the strengths they listed. For weaknesses, students should comment on active steps they are taking to improve these weaknesses, including citing specific examples from their worksite experience or classes that have helped them grow in the areas they list as weaknesses. The goal of this paper is for students to self-reflect on areas that come more easily to them and areas that they may need to continue working on, to help them better prepare for a future career. They can also use these examples when they are on future interviews, in applications, etc. This paper should be typed, double-spaced, and must include a word count at the end.

**Grading Scale:**

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

The final grade for the course will be 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 a 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

### **August 29:**

- Topic:
  - Introduction/Goals for the class
  - Ethics
  - Workplace communication
- 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>
  - 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

### **September 12:**

- 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)
- 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.

### **September 26:**

- Topics:
  - Writing resumes, CVs, and cover letters
- Assignments due before class:
  - Journal Entry
- 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>

**October 10:**

- Topics:
  - Careers in the field of psychology
- Assignments due before class:
  - Journal Entry
  - Mid-Semester Feedback
  - CV/Resume
- 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>

**\*\*Meetings with Dr. Wildey must be scheduled between October 10 and October 31 to discuss mid-semester feedback and CV/Resume feedback. \*\***

**October 31:**

- Topics:
  - Finding, applying, and interviewing for a job or graduate school
- Assignments due before class:
  - Journal Entry
  - Feedback meeting with Dr. Wildey
- 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

**November 14:**

- Topics:
  - Managing conflict and other problems in the workplace
- Assignments due before class:
  - Journal Entry
- 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>

**November 28:**

- 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.

**December 5 (Final Exam Week):**

- Assignments due Thursday December 14 by 8am:
  - End of Semester Feedback
  - Log of hours