Attention!
This is a *representative* syllabus.
The syllabus for the course when you enroll may be *different*.

Use the syllabus provided by *your* instructor for the most up-to-date information. Please refer to your instructor for more information for the specific requirements for a given semester.

Feel free to contact the Psychology Advising Office for any questions regarding psychology courses either by email (*psychadvising@osu.edu*) or phone (614.292.5750).

Thank you!
Psychology 3191—Spring 2021
Internship in Psychology

Overview
This 3-credit course provides students the opportunity to work in a relevant professional internship setting to incorporate their academic knowledge with experiences and demands of a mental health job setting outside of the classroom. The class will meet weekly or biweekly to address professional, psychological, ethical, and other issues and readings relevant to the internship experience.

Health and Safety Requirements
All students, faculty, and staff are required to comply with and stay up to date on all university safety and health guidance (https://safeandhealthy.osu.edu), which includes wearing a face mask in any indoor space and maintaining a safe physical distance at all times. Non-compliance will be warned first and disciplinary actions will be taken for repeated offenses.

Mental Health Statement
As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student’s ability to participate in daily activities. The Ohio State University offers services to assist you with addressing these and other concerns you may be experiencing. If you or someone you know are suffering from any of the aforementioned conditions, you can learn more about the broad range of confidential mental health services available on campus via the Office of Student Life’s Counseling and Consultation Service (CCS) by visiting ccs.osu.edu or calling 614.292.5766. On the Newark campus, Counseling Services are located on the 2nd Floor of Warner. You can schedule an appointment by calling 740.364.9578.

Additionally, the following hotlines are also available:
- 24 hour emergency help through the National Prevention Hotline at 1.800.273.TALK or at suicidepreventionlifeline.org.
- 10:00am-6:00pm help through the National Alliance on Mental Illness at 1.800.950.6264 or info@nami.org.
- 24 hour crisis help through the NAMI Text Line: text NAMI to 741-741.
- 24 hour National Domestic Violence Hotline at 1.800.799.7233
- 24 hour National Sexual Assault Hotline at 1.800.656.4673.
- 24 hour emergency help through The Trevor Project at 1.866.488.7386 or text START to 678-678.
The Ohio State Wellness app is also a great resource available at go.osu.edu/wellnessapp. If you have an iPad issued by Ohio State, the app is pre-installed on your device. Using the app allows you to connect with a broad range of wellness services offered by Ohio State and can be a useful place to start when looking for help.

**Title IX Statement**

All students and employees at Ohio State have the right to work and learn in an environment free from harassment and discrimination based on sex or gender, and the university can arrange interim measures, provide support resources, and explain investigation options, including referral to confidential resources. Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories (e.g., race).

If you or someone you know has been harassed or discriminated against based on your sex or gender, including sexual harassment, sexual assault, relationship violence, stalking, or sexual exploitation, you may find information about your rights and options at titleix.osu.edu or by contacting the OSU Newark Title IX Coordinator, Holly Mason, at 740.364.9578. Title IX is part of the Office of Institutional Equity (OIE) at Ohio State, which responds to all bias-motivated incidents of harassment and discrimination, such as race, religion, national origin and disability. For more information on OIE, visit equity.osu.edu or email equity@osu.edu.

**Commitment to a Diverse and Inclusive Learning Environment**

The Ohio State University affirms the importance and value of diversity in the student body. Our programs and curricula reflect our multicultural society and global economy and seek to provide opportunities for students to learn more about persons who are different from them. We are committed to maintaining a community that recognizes and values the inherent worth and dignity of every person; fosters sensitivity, understanding, and mutual respect among each member of our community; and encourages each individual to strive to reach their own potential. Discrimination against any individual based upon protected status, which is defined as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited.

The Ohio State University acknowledges that the land on which its campuses reside have long served as sites of meeting and exchange for Indigenous peoples, including those in historical times known as the Shawnee, Miami, Wyandotte, and Delaware; the People of Fort Ancient, Hopewell, and Adena cultures, also known as the earthworks builders; as well as other trial nations of the region. The Ohio State University honors and respects the diverse Indigenous peoples connected to this land on which we gather.

The Ohio State University seeks the active involvement of students, faculty, and staff in open and honest communication. While we strive to be the best in everything that
we do, we continuously evaluate our performance and welcome constructive assessment and suggestions for improvement. As a community, we treat each student complaint and concern with respect and review each one seriously. If you should have a complaint or concern, please utilize the following list to notify the appropriate contact: https://newark.osu.edu/students/complaint-and-concern.html.

Ohio State’s Academic Integrity Policy
Academic integrity is essential to maintaining an environment that fosters excellence in teaching, research, and other educational and scholarly activities. Thus, The Ohio State University and the Committee on Academic Misconduct (COAM) expect that all students have read and understand the university’s Code of Student Conduct (studentconduct.osu.edu), and that all students will complete all academic and scholarly assignments with fairness and honesty. Students must recognize that failure to follow the rules and guidelines established in the university’s Code of Student Conduct and this syllabus may constitute “Academic Misconduct.”

The Ohio State University's Code of Student Conduct (Section 3335-23-04) defines academic misconduct as: “Any activity that tends to compromise the academic integrity of the university or subvert the educational process.” Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination. Ignorance of the university’s Code of Student Conduct is never considered an excuse for academic misconduct, so I recommend that you review the Code of Student Conduct and, specifically, the sections dealing with academic misconduct.

If I suspect that a student has committed academic misconduct in this course, I am obligated by university rules to report my suspicions to the Committee on Academic Misconduct. If you have any questions about the above policy or what constitutes academic misconduct in this course, please contact me.

It is the responsibility of the Committee on Academic Misconduct to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term “academic misconduct” includes all forms of student academic misconduct wherever committed; illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. Instructors shall report all instances of alleged academic misconduct to the committee (Faculty Rule 3335-5-487). For additional information, see the Code of Student Conduct http://studentlife.osu.edu/csc/.

Other sources of information on academic misconduct (integrity) to which you can refer include:
• Committee on Academic Misconduct web page (go.osu.edu/coam)
• Ten Suggestions for Preserving Academic Integrity (go.osu.edu/ten-suggestions)
Eight Cardinal Rules of Academic Integrity (go.osu.edu/cardinal-rules)

Course Requirements
This is a Pass/Fail course determined by the following:

Internship Journal Submission/Review (20%) [Due weekly]
Students will submit a weekly journal of the internship experience, due by 11:59pm each Monday. The first entry is due via Carmen Tuesday, January 19th (due to the January 18th holiday). Students will also meet privately with the instructor during the term to discuss their internship experience and to address any questions/concerns.

Journal entries will be submitted via the Carmen dropbox each week. Each submission should be up to 2 pages, typed (double-spaced), addressing the following through a combination of bullet points and paragraphs:
1) What you’ve done at your internship that week
2) Approximate time allotted to each function of your internship (referring to items in #1)
3) A brief review of positive and negative aspects of the internship that week
4) How your interpersonal relationships with staff/clients are progressing
5) Professional development reflections (e.g., any personal growth you feel as a result of the internship that week)
6) Any ethical issues/problems with the internship, including questions for me
7) Finally, a rating of 1 (low) to 10 (high) on how the week has gone regarding your internship experience, and why.

Be sure to use ethical standards in your journal entries (e.g., no use of client names or identifying details). Be sure to contact me by email if you have any issue that can't wait for your journal entry.

Site, Goals, & Expectations Paper (10%) [Due 1/22]
This paper should be submitted to the Carmen dropbox. This 2-3 page, typed (double-spaced) paper should provide an overview of your internship: the organization’s goals, staff structure, daily routine, and your goals and expectations for your internship. The paper will reflect how the internship incorporates the knowledge, skills, and experiences you hope to attain this semester. The paper can be considered an informational piece as well as a mission/goal statement for your internship experience. Google your agency/school’s website to get information as well. The following should be included in the paper:
1) A brief description of the placement site and the purpose of the organization
2) The hierarchy of the staffing at your site, with the first names and positions of your supervisors and peers
3) The reason you selected this particular internship
4) The responsibilities of your internship position
5) Specific experience(s) you hope to gain at your placement
6) What you hope to learn from your internship experience
7) Specific concerns you may have about your involvement with the agency/school
8) Professional and personal goals you hold for your placement experience

Internship Supervisor Evaluation of the Student (30%) [DUE 4/21]
Students will be evaluated by their site supervisors based on the following 20 factors, rated from 1 (lowest) to 5 (highest) with comments for each criterion:

1) **Professionalism**: attendance, punctuality, use of time, completion of assignments
2) **Poise and Decorum**: the ability to maintain control and professionalism in different situations
3) **Assertiveness**: the ability to use appropriate communication skills with clients and staff
4) **Personal Appearance**: dress and grooming consistent with placement site standards
5) **Planning and Organizing**: organization and efficiency
6) **Initiative**: initiating tasks and responsibilities without being asked or reminded
7) **Compliance with Agency Standards**: consistency in abiding by placement site rules and standards, tact in suggesting changes
8) **Knowledge and Use of Community Resources**: making referrals knowledgeably and appropriately
9) **Interviewing Skills**: skill in verbal and nonverbal interviewing techniques
10) **Written Communication Skills**: clarity, effectiveness, and timeliness of assignments
11) **Assessment and Prioritizing Skills**: adeptness at analyzing needs in routine and stressful situations
12) **Diversity Skills**: ability to relate well to diverse populations of consumers and staff
13) **Peer Relationships**: demonstration of cooperation, teamwork, and tact with peers
14) **Relationships with Outside Agencies**: cooperation and professionalism with other agencies interfacing with the internship site
15) **Ethical Conduct**: demonstration of ethical behavior in routine and difficult situations
16) **Service to Individuals/Families**: application of knowledge and skills in all situations
17) **Small Group Service**: application of knowledge and skill with small groups in routine and demanding situations
18) **Enthusiasm**: appreciation of the agency’s goals and an enthusiasm for excellence
19) **Attitude Toward Supervision**: reaction to supervisory suggestion or correction
20) **Professional Growth**: initiative in seeking personal growth and opportunity in the internship setting
NOTE: Supervisor evaluations are to be received by the instructor by Wednesday, April 21\textsuperscript{st}, at the latest (email or regular mail). You are responsible for making sure your supervisor has the necessary email or university address for me.

**Supervision Attendance/Participation (20%)**
Students are expected to attend all scheduled supervision sessions. Supervision time will be devoted to sharing your experiences (internship narratives), problem-solving, brainstorming, goal-setting, discussing class readings, and exploring how your vocational plans are affected by your experiences. Students can also request additional time with the instructor as needed.

**Internship Evaluation by Student (5%) [DUE 4/21]**
Students will submit a 2-3 page, typed (double-spaced) paper on the overall experience at the internship and its impact on them professionally, personally, and vocationally. Students will evaluate the positive aspects of the internship and make suggestions for future interns choosing that agency setting. Papers will be graded on thoughtfulness, honesty, and adherence to the guidelines as set forth in the information below.

As part of this evaluation, students will complete individual exit interviews with the instructor at a mutually agreeable time during the last week of classes (Week of April 12\textsuperscript{th}).
Course Policies

Incomplete
A grade of incomplete ("I") will be given only in cases of emergency situations that are discussed with the instructor prior to the final examination week. In keeping with University policy, a date for completion of the incomplete work must be scheduled.

Summary of Grade Determination
20% Supervision attendance/participation (weekly)
25% Journal submission/quality (weekly)
15% Site, goals, and expectations paper (due 1/22)
30% Internship supervisor evaluation of student (due 4/21)
10% Internship evaluation by student (due 4/21)

Summary of University Closures/Holidays
The following dates are official university start dates, holidays, and campus closures. Please check with your site supervisors as to if your internship sites are open or closed on these dates:

- **Monday, January 11**: First Day of Classes (campus open)
- **Monday, January 18**: MLK Day (campus closed)
- **Tuesday, February 23**: Instructional Break (campus closed)
- **Wednesday, February 24**: Instructional Break (campus closed)
- **Wednesday, March 31**: Instructional Break (campus closed)
- **Thursday, April 1**: Instructional Break (campus closed)
- **Friday, April 23**: Last Day of Classes (campus open)