**New Course Request**

**Indiana University**

**Indianapolis Campus**

**Check Appropriate Boxes:** Undergraduate credit [x]  Graduate credit [ ]  Professional credit [ ]

**RISE Course:** E

1. **School/Division:** Science/Psych  
   2. **Academic Subject Code:** PSY-B

3. **Course Number:** 421 (must be cleared with University Enrollment Services)

4. **Instructor:** All Psych

5. **Course Title:** Internship in Psychology
   
   **Recommended Abbreviation (Optional):** (Limited to 22 Characters including spaces)

6. **First time this course is to be offered (Semester/Year):** Fall 09

7. **Credit Hours:** Fixed at ______ or Variable from ______ to ______

8. **Is this course to be graded S-F (only)?** Yes [x]  No [ ]

9. **Is variable title approval being requested?** Yes [ ]  No [x]

10. **Course description (not to exceed 50 words) for Bulletin publication:**

   P: consent of instructor, B103, B104, B305 and three additional credit hours of psychology. A professional internship that allows students to apply psychological knowledge and skills to a specific work setting, develop work related skills, explore career options, and gain experience in a field of interest.

11. **Lecture Contact Hours:** Fixed at ______ or Variable from ______ to ______

12. **Non-Lecture Contact Hours:** Fixed at ______ or Variable from ______ to ______

13. **Estimated enrollment:** max:20 of which ______ percent are expected to be graduate students.

14. **Frequency of scheduling:** fall, spring  
   Will this course be required for majors? No

15. **Justification for new course:** offer experiential learning opportunity for psychology students

16. **Are the necessary reading materials currently available in the appropriate library?** Yes

17. **Please append a complete outline of the proposed course, and indicate instructor (if known), textbooks, and other materials.**

18. **If this course overlaps with existing courses, please explain with which courses it overlaps and whether this overlap is necessary, desirable, or unimportant.**

19. **A copy of every new course proposal must be submitted to departments, schools, or divisions in which there may be overlap of the new course with existing courses or areas of strong concern, with instructions that they send comments directly to the originating Curriculum Committee. Please append a list of departments, schools, or divisions thus consulted.**

   **Submitted by:**

   [Signature]

   Department Chair/Division Director  
   
   Date 3/25/09

   **Approved by:**

   [Signature]

   Dean  
   
   Date 4/9/09

   **Dean of Graduate School (when required):**

   [Signature]

   Date

   **Chancellor/Vice-President:**

   [Signature]

   Date

   **University Enrollment Services:**

   [Signature]

   Date

   After School/Division approval, forward the last copy (without attachments) to University Enrollment Services for initial processing, and the remaining four copies and attachments to the Campus Chancellor or Vice-President.

   B 81 62000 UPS 724

   University Enrollment Services Final—White; Chancellor/Vice-President—Blue; School/Division—Yellow; Department/Division—Pink; University Enrollment Services Advance—White
SYLLABUS
Course Number: B421
Credit Hours: Variable credit 1-3 (1 credit hour = 5 hours on site work per week)

Objectives and Principles of Undergraduate Education (PULs)

- To apply psychological knowledge and skills to a specific work setting

  PUL: Intellectual Depth, Breadth, and Adaptiveness: This will be achieved when students use their psychological knowledge and skills to direct or modify their approaches to the issues and problems they will encounter within the specific contexts and requirements of their work settings.

- To apply and further develop "Employer Identified Skills" as identified on the RISE Assessment Rubric

  PUL: Integration and Application of Knowledge: This will be accomplished when students exhibit professional competence by applying the knowledge and skills they have acquired in their psychology curriculum and co-curriculum, which are identified in the RISE Assessment Rubric, in the specific work setting of their internships.

- To explore career options and gain work experience in student’s field of interest

  PUL: Core Communication and Quantitative Skills: This will be accomplished by clearly expressing ideas and facts in a reflection paper that explains how the learning objectives and PULs of the course have been accomplished and how the process of accomplishing these objectives has enabled students to explore their career options and gain experience in particular fields of interest.

Prerequisites/Eligibility

Before a student can register he/she will:

- have completed at least one semester at IUPUI and be admitted to the School of Science as a psychology major.
- have an overall GPA of 2.5 or above.
- have completed a minimum of 13 credit hours of psychology including B103, B104, B105, B305 and one additional course.
- have completed a minimum of 25 credits hours (sophomore level and above).

How to Qualify to Register

1. Obtain the permission of a faculty member in the Psychology Department to serve as the instructor before proceeding with the proposal.
2. Identify an internship – The Internship in Psychology is self-initiated and requires eligible students be responsible for identifying their own internship experience and working with the Internship Coordinator, Mikki Jeschke, to ensure that their experience meets objectives and learning outcomes.

3. Complete the Internship Proposal Form - The student is responsible for working with the Site Supervisor and Psychology Instructor to ensure that all sections are completed in full.

4. Submit a completed Internship Proposal Form to Mikki Jeschke for permission to register for B421 Internship in Psychology.

**Evaluation**

The following assignments will be required and used by the Psychology Instructor to grade the student’s internship experience. Grades will be based on a 100 point system.

1. **Weekly Electronic Journal = 20 points**

   You must maintain and submit an electronic journal that contains an account of dates and hours spent on the internship and a summary of activities. Begin to reflect on your LEARNING OBJECTIVES and specifically what skills you are developing. Reflect on what you did well that week and what you would like to improve on during the following week. Identify any significant events that you want to include in your final paper.

2. **Final Paper = 40 points**

   **Synopsis**
   Provide the name and a brief explanation of the purpose of the organization. Include a summary of your assigned duties, responsibilities and/or products created.

   **Reflection, Integration, and Application**
   Reflecting on the three objectives of the Internship in Psychology course and the PLUs, structure your paper to address how these objectives have been met. Integrate and apply the knowledge you have acquired from your assigned psychology readings. Reflect upon your experiences and the specific LEARNING OBJECTIVES you have achieved (review your original proposal). Provide evidence for growth in each applicable area of the RISE Assessment Rubric. The paper should be 5-10 pages in length and written in APA style.

3. **Midterm Site Supervisor Evaluation and Midterm Student Evaluation = 20 points** (A letter grade will be assigned by the site supervisor and the numerical value of that grade will be multiplied by 5).

4. **Final Site Supervisor Evaluation and Final Student Evaluation = 20 points** (A letter grade will be assigned by the site supervisor and the numerical value of that grade will be multiplied by 5).
INTERNERSHIP PROPOSAL FORM

SECTION 1: STUDENT INFORMATION – completed by student

Proposed semester for internship:  ○ Fall  ○ Spring  ○ Summer 1  ○ Summer 2  
Number of Credits: _________

Name: ____________________________  Student ID: ______________________________

Email: ____________________________

Address: __________________________

Street  City  State  Zip  

Home Phone: ____________________________  Cell Phone: ____________________________

○ I affirm that The Department of Psychology may contact my employer to assess my progress. The information on this form may be discussed.

SECTION 2: INTERNSHIP SITE INFORMATION – completed by the Site Supervisor

Company/Agency Name: ____________________________

Address: ____________________________

Street  City  State  Zip  

Web Site: ____________________________  Circle one: Public  Private  Non-Profit

Internship Site Supervisor: ____________________________  Title: ____________________________

Phone: ____________________________  Email: ____________________________

Intern’s Title: ____________________________  Hours per week: __________  Salary: _______

Starting Date: ____________________________  Completion Date: ____________________________

This student (check one):  ○ is new to this job/agency.

○ is currently employed at this job/agency. How long?* ______

○ has been previously employed at this job/agency. Dates?* ______

*NOTE: if you checked one of the last two statements, the student must complete duties that are above and beyond his/her current or previous duties. Academic credit may not be awarded for duties that are the same as duties currently or previously completed.
SECTION 3: GOALS AND LEARNING OBJECTIVES – completed by the student with Site Supervisor

1. In what area of the organization will the intern be working?

2. What kind of training will the intern receive?

3. In what type of professional development activities will the intern have the opportunity to participate (i.e., staff meetings, in-house seminars, or similar activities)?

4. How will the intern be made aware of the ethical principles (e.g., confidentiality) that he or she will be responsible for following, maintaining, or enforcing in the organization?

5. How often will the intern meet with the supervisor to discuss his/her progress?

Attach your typewritten responses to the next three questions on a separate sheet.

DUTIES:

6. Identify the specific duties, responsibilities, or products for which you will be responsible. (If an intern job description exists, please attach.)

LEARNING OBJECTIVES:

7. Identify how you will meet the learning objectives through your internship experience. Do this by tying the projects above to the specific skills you plan to develop (See PULs and Employer Identified Skill) outlined on the form Documentation of Experiential Learning: RISE Assessment Rubric.

INTEGRATION OF PSYCHOLOGY:

8. Identify and describe a psychology-related topic you wish to explore through this internship. You and your Psychology Instructor will generate an appropriate reading list to include academic journal articles or book chapters for you to reflect upon and integrate into your experience and final paper.
The preceding proposal for Internship in Psychology is being presented for your approval. Once you have made your decision regarding the internship please complete this section of the form.

Name: 

Email: ______________________________________________________________________ Phone: ______________________________________________________________________

Proposed Internship:  ○ Approved  ○ Not Approved  ○ Revise and Resubmit

The following assignments will be required and used to evaluate the student’s internship experience.

1. Weekly Electronic Journal = 20%
   a. Submitted: __________________________ (eg. Weekly, monthly, midterm etc.)
   b. Final journal due: __________________________

2. Midterm Site Supervisor Evaluation and Midterm Student Evaluation = 20%
   a. Due: __________________________

3. Final Site Supervisor Evaluation and Final Student Evaluation = 20%
   a. Due: __________________________

4. Final Reflective Paper = 40%
   a. Due: __________________________

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**Final Approval Signatures Required**

_________________________________________  __________________________
Student’s Signature  Date

_________________________________________  __________________________
Site Supervisor’s Signature  Date

_________________________________________  __________________________
Psychology Instructor’s Signature  Date

Submit completed form to Mikki Jeschke, Internship Coordinator, in order to receive permission to register for B421 Internship in Psychology.
IUPUI  
Department of Psychology  
402 North Blackford Street, Indianapolis, IN  46202  
Internship Coordinator, Mikki Jeschke  
phone: 317-278-7719  email: mjeschke@iupui.edu

MIDTERM EVALUATION

STUDENT EVALUATION – completed by student

Student Name __________________________ Date __________

Employer Name __________________________ Date __________

How effective is your internship?

Work assignments are consistent with the original duties and responsibilities identified in the proposal.

<table>
<thead>
<tr>
<th>Agree</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>Disagree</th>
<th>1</th>
</tr>
</thead>
</table>

Work assignments are helping you develop the skills and competencies identified in the proposal.

<table>
<thead>
<tr>
<th>Agree</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>Disagree</th>
<th>1</th>
</tr>
</thead>
</table>

Supervisor is providing quality training.

<table>
<thead>
<tr>
<th>Agree</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>Disagree</th>
<th>1</th>
</tr>
</thead>
</table>

My overall satisfaction with the experience:

<table>
<thead>
<tr>
<th>Completely Satisfied</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>Completely Unsatisfied</th>
<th>1</th>
</tr>
</thead>
</table>

Course Objectives

I am applying knowledge and skills from psychology to this specific work setting.

<table>
<thead>
<tr>
<th>Agree</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>Disagree</th>
<th>1</th>
</tr>
</thead>
</table>

Overall I feel that I am progressing toward the LEARNING OBJECTIVES spelled out in my proposal.

<table>
<thead>
<tr>
<th>Agree</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>Disagree</th>
<th>1</th>
</tr>
</thead>
</table>

This internship experience is allowing me to fully explore this career area.

<table>
<thead>
<tr>
<th>Agree</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>Disagree</th>
<th>1</th>
</tr>
</thead>
</table>

NOTE: Schedule a meeting with your site supervisor and discuss your Midterm Evaluations and your progression toward each of your LEARNING OBJECTIVES outlined in your proposal. Discuss successes and specific behavioral improvements you can make in order to more fully meet these LEARNING OBJECTIVES. Submit a summary of this meeting and each Midterm Evaluation to your Psychology Instructor by the midterm due date noted on your proposal.
MIDTERM EVALUATION

EMPLOYER EVALUATION – completed by Site Supervisor

Student Name ___________________________ Date ______

Employer Name ___________________________ Date ______

How effective is your intern?

The intern is diligent, thoughtful, and thorough in completing work assignments.

<table>
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<tr>
<th>Agree</th>
<th>Disagree</th>
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<tr>
<td>5</td>
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<tr>
<td>4</td>
<td></td>
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<tr>
<td>3</td>
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The intern is timely (shows up on time, completes assignments on time etc).

<table>
<thead>
<tr>
<th>Agree</th>
<th>Disagree</th>
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<tbody>
<tr>
<td>5</td>
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<td>3</td>
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The intern works well with others.

<table>
<thead>
<tr>
<th>Agree</th>
<th>Disagree</th>
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<tbody>
<tr>
<td>5</td>
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Course Objectives

Overall I feel that the intern is progressing toward the LEARNING OBJECTIVES spelled out in the proposal.

<table>
<thead>
<tr>
<th>Agree</th>
<th>Disagree</th>
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<tbody>
<tr>
<td>5</td>
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<tr>
<td>4</td>
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<tr>
<td>3</td>
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NOTE: Schedule a midterm evaluation meeting with your intern to review these Midterm Evaluations and the intern’s progress toward the LEARNING OBJECTIVES identified in the proposal. Discuss successes and specific behavioral improvements the student can make in order to fully meet their LEARNING OBJECTIVES.

Please assign a letter grade based on the performance of the intern to date.

<table>
<thead>
<tr>
<th>A</th>
<th>A-</th>
<th>B+</th>
<th>B</th>
<th>B-</th>
<th>C+</th>
<th>C</th>
<th>C-</th>
<th>D+</th>
<th>D</th>
<th>D-</th>
<th>F</th>
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<tbody>
<tr>
<td>4.0</td>
<td>3.7</td>
<td>3.3</td>
<td>3.0</td>
<td>2.7</td>
<td>2.3</td>
<td>2</td>
<td>1.7</td>
<td>1.3</td>
<td>1</td>
<td>.7</td>
<td>0</td>
</tr>
</tbody>
</table>
How effective was your internship?

Work assignments were consistent with the original duties and responsibilities identified in the proposal.

Agree  Disagree
5        4        3        2

Work assignments helped you develop the skills and competencies identified in the proposal.

Agree  Disagree
5        4        3        2

Supervisor provided quality training.

Agree  Disagree
5        4        3        2

My overall satisfaction with the experience:

Completely Satisfied  Completely Unsatisfied
5        4        3        2

Course Objectives

I applied knowledge and skills from psychology to this specific work setting.

Agree  Disagree
5        4        3        2

Overall I feel that I achieved the LEARNING OBJECTIVES spelled out in my proposal.

Agree  Disagree
5        4        3        2

This internship experience allowed me to fully explore this career area.

Agree  Disagree
5        4        3        2
FINAL EVALUATION

EMPLOYER EVALUATION – completed by Site Supervisor

Student Name

Date

Employer Name

Date

How effective was your intern?

The intern was diligent, thoughtful and thorough in completing work assignments.

Agree

Disagree

5  4  3  2

1

The intern was timely (showed up on time, completed assignments on time etc).

Agree

Disagree

5  4  3  2

1

The intern worked well with others.

Agree

Disagree

5  4  3  2

1

Course Objectives

Overall I feel that the intern achieved the LEARNING OBJECTIVES spelled out in the proposal.

Agree

Disagree

5  4  3  2

1

Please assign a final letter grade based on the performance of the intern.

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<tr>
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<th>A</th>
<th>A-</th>
<th>B+</th>
<th>B</th>
<th>B-</th>
<th>C+</th>
<th>C</th>
<th>C-</th>
<th>D+</th>
<th>D</th>
<th>D-</th>
<th>F</th>
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</thead>
<tbody>
<tr>
<td>Grade</td>
<td>4.0</td>
<td>3.7</td>
<td>3.3</td>
<td>3.0</td>
<td>2.7</td>
<td>2.3</td>
<td>2.0</td>
<td>1.7</td>
<td>1.3</td>
<td>1.0</td>
<td>0.7</td>
<td>0.0</td>
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</tbody>
</table>

Please share any further comments here or on a separate sheet.
<table>
<thead>
<tr>
<th>Principle of Undergraduate Learning</th>
<th>Essential Learning Outcome*</th>
<th>Employer Identified Skills*</th>
<th>Level of Competence [Completed by Faculty]</th>
<th>Reflection [Completed by Student] - Example Questions</th>
</tr>
</thead>
</table>
| Core Communication and Quantitative Skills | Intellectual and Practical Skills | • Written and oral communication  
• Teamwork skills in diverse groups  
• Information literacy  
• Quantitative Reasoning | Not Applicable to this Experience  
Needs Improvement  
Meets Expectations  
Exemplary | Please share examples of how your experiences have influenced your ability to communicate effectively (either in writing, speaking, or when interacting with a team) or reason quantitatively. In what ways might you benefit from this learning in the future? |
| Critical Thinking | Intellectual and Practical Skills | • Critical thinking and analytical reasoning  
• Creativity and innovation  
• Complex problem solving | Not Applicable to this Experience  
Needs Improvement  
Meets Expectations  
Exemplary | Please share examples of how your experiences influenced your ability to think critically and creatively, to innovate, or to solve problems. In what ways might you benefit from this learning in the future? |
| Intellectual Depth, Breadth, and Adaptiveness | Knowledge of the Physical and Natural World  
Integrative Learning | • Applied knowledge in real world settings  
• Science and technology | Not Applicable to this Experience  
Needs Improvement  
Meets Expectations  
Exemplary | Please share examples of how your experiences have broadened your understanding of your field of interest. How have they helped you to gain a deeper understanding of your field of interest? How have your experiences led to greater flexibility in your thinking? In what ways might you benefit from this learning in the future? |
| Integration and Application of Knowledge | Integrative Learning | • Applied knowledge in real world settings | Not Applicable to this Experience  
Needs Improvement  
Meets Expectations  
Exemplary | Please share examples of how your experiences have helped you to develop a deeper understanding of how different fields of study (or different bodies of knowledge) are related? In what ways have your experiences helped you to apply what you’ve learned? In what ways might you benefit from this learning in the future? |
| Understanding Society and Culture | Knowledge of Human Cultures  
Personal and Social Responsibility | • Global issues  
• The role of the US in the world  
• Intercultural competence (teamwork in diverse groups)  
• Intercultural knowledge | Not Applicable to this Experience  
Needs Improvement  
Meets Expectations  
Exemplary | Please share examples of how your experiences have helped you to analyze and understand the interconnectedness of global and local concerns. How has this experience encouraged you to reflect on your own values and cultural background? How has it affected your ability to engage with others effectively in a complex social world? In what ways might you benefit from this learning in the future? |
| Values and Ethics | Personal and Social Responsibility | • Ethics and values  
• Cultural values/traditions | Not Applicable to this Experience  
Needs Improvement  
Meets Expectations  
Exemplary | Please share examples of how your experiences have helped to support your development as a citizen. Provide examples of your experiences have made informed and principled choices in complex situations? In what ways might you benefit from this learning in the future? |