

New Course Request

Indiana University

Indianapolis Campus

Check Appropriate Boxes: Undergraduate credit 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 32 Characters including spaces)

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

7. Credit Hours: Fixed at _____ or Variable from 1 to 3

8. Is this course to be graded S-F (only)? Yes _____ No X

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 ~~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 0 or Variable from _____ to _____

12. Non-Lecture Contact Hours: Fixed at _____ or Variable from 5 hours to 15 hours

13. Estimated enrollment: max:20 of which 0 percent are expected to be graduate students.

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

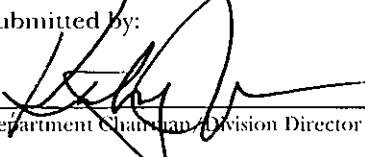
15. Justification for new course: summer offer experiential learning opportunity for psychology students

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

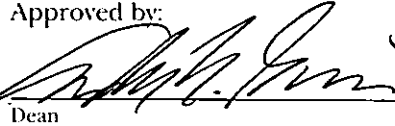
17. Please append a complete outline of the proposed course, and indicate instructor (if known), textbooks, and other materials.

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: 
Department Chair/Division Director

Date 3/25/09

Approved by: 
Dean

Date 4/8/09

Date _____
Dean of Graduate School (when required)

Date _____
Chancellor/Vice-President

Date _____
University Enrollment Services

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.

IUPUI

Department of Psychology

402 North Blackford Street, Indianapolis, IN 46202

Internship Coordinator, Mikki Jeschke

phone: 317-278-7719 email: mjeschke@iupui.edu

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).

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Department of Psychology

402 North Blackford Street, Indianapolis, IN 46202

Internship Coordinator, Mikki Jeschke

phone: 317-278-7719 email: mjeschke@iupui.edu

INTERNSHIP 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.

SECTION 4: DEPARTMENT MENTOR APPROVAL – completed by Psychology Instructor

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: _____

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.

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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.

Agree

5

4

3

2

Disagree

1

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

Agree

5

4

3

2

Disagree

1

Supervisor is providing quality training.

Agree

5

4

3

2

Disagree

1

My overall satisfaction with the experience:

Completely Satisfied

5

4

3

2

Completely Unsatisfied

1

Course Objectives

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

Agree

5

4

3

2

Disagree

1

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

Agree

5

4

3

2

Disagree

1

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

Agree

5

4

3

2

Disagree

1

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.

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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.

Agree

5

4

3

2

Disagree

1

The intern is timely (shows up on time, completes assignments on time etc).

Agree

5

4

3

2

Disagree

1

The intern works well with others.

Agree

5

4

3

2

Disagree

1

Course Objectives

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

Agree

5

4

3

2

Disagree

1

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.

A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
4.0	3.7	3.3	3.0	2.7	2.3	2	1.7	1.3	1	.7	0

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FINAL EVALUATION

STUDENT EVALUATION – completed by student

Student Name

Date

Employer Name

Date

How effective was your internship?

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

Agree

5

4

3

2

Disagree

1

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

Agree

5

4

3

2

Disagree

1

Supervisor provided quality training.

Agree

5

4

3

2

Disagree

1

My overall satisfaction with the experience:

Completely Satisfied

5

4

3

2

Completely Unsatisfied

1

Course Objectives

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

Agree

5

4

3

2

Disagree

1

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

Agree

5

4

3

2

Disagree

1

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

Agree

5

4

3

2

Disagree

1

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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

5

4

3

2

Disagree

1

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

Agree

5

4

3

2

Disagree

1

The intern worked well with others.

Agree

5

4

3

2

Disagree

1

Course Objectives

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

Agree

5

4

3

2

Disagree

1

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

A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
4.0	3.7	3.3	3.0	2.7	2.3	2	1.7	1.3	1	.7	0

Please share any further comments here or on a separate sheet.

Documentation of Experiential Learning: RISE Assessment Rubric

Principle of Undergraduate Learning	Essential Learning Outcome*	Employer Identified Skills*	Level of Competence [Completed by Faculty]	Reflection [Completed by Student] - Example Questions
Core Communication and Quantitative Skills	Intellectual and Practical Skills	<ul style="list-style-type: none"> • Written and oral communication • Teamwork skills in diverse groups • Information literacy • Quantitative Reasoning 	<input type="checkbox"/> Not Applicable to this Experience <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations <input type="checkbox"/> 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	<ul style="list-style-type: none"> • Critical thinking and analytical reasoning • Creativity and innovation • Complex problem solving 	<input type="checkbox"/> Not Applicable to this Experience <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations <input type="checkbox"/> 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	<ul style="list-style-type: none"> • Applied knowledge in real world settings • Science and technology 	<input type="checkbox"/> Not Applicable to this Experience <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations <input type="checkbox"/> 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	<ul style="list-style-type: none"> • Applied knowledge in real world settings 	<input type="checkbox"/> Not Applicable to this Experience <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations <input type="checkbox"/> 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	<ul style="list-style-type: none"> • Global Issues • The role of the US in the world • Intercultural competence (teamwork in diverse groups) • Intercultural knowledge 	<input type="checkbox"/> Not Applicable to this Experience <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations <input type="checkbox"/> 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	<ul style="list-style-type: none"> • Ethics and values • Cultural values/traditions 	<input type="checkbox"/> Not Applicable to this Experience <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations <input type="checkbox"/> 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?

* Schneider, C . (2007, May). AAC&U Summer Institute on General Education, Newport, RI.