

PSY 409 Practicum / PSY401 Research

Fall 2007 Syllabus

PSY409 (CRN: 14551), PSY401 (CRN: 14528)

09/24/07 – 12/07/07

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Office Hours: Mondays & Thursdays 1:00-3:30pm
EXCEPTIONS: No Office Hours on 9/27, 10/1 & 10/4

COURSE DESCRIPTION

By participating in a practicum/research placement, you will have the opportunity to gain practical knowledge and hands-on experience by working in a specific area/field of psychology. Becoming involved in practicum/research gives you the chance to apply information that you have learned in the classroom to real world situations, and it is also a great way to explore personal and/or career interests.

EVALUATION

In addition to working a specified number of hours over the course of the term, you will also be required to complete the syllabus quiz, submit weekly updates, and complete an end of the term survey OR paper. **FAILURE to fulfill any one of these FOUR requirements will result in your receiving a “NO PASS” for this course.**

Hours Worked – The number of hours that you are required to work over the course of the term is determined by the number of credits that you have registered for. For every 1 credit you register for, you are required to work an average of 3 hours per week (30 hours over the course of the term). The way in which these hours are scheduled is decided upon by you and your on-site supervisor. Some students work the allotted number of hours each week, while others work a different number of hours depending on the week. *What is important is that you have worked the required number of hours by the end of the 10th week of the term.*

Syllabus Quiz – The purpose of this quiz is to ensure that you have read and understand the requirements and policies set forth in this syllabus. The quiz can be found on blackboard in the “Assignments” folder. This quiz must be completed with an 80 percent success rate by Sunday, October 7 (the quiz will be removed at 11:55pm, so make sure that you have time to complete and submit the quiz before this deadline).

Weekly Updates – You are required to submit an update each week that answers a set of specific questions. *The questions you are asked may vary from week to week, so it is highly recommended that you view the weekly questions at the beginning of each week.* These questions will be posted on blackboard in the “Assignments” folder. Updates must be submitted by the Tuesday following the week in which you are writing about (e.g., the week 1 update is due by 11:55pm on Tuesday of week 2—again, this is the time at which the update questions will be removed, so it is your responsibility to ensure that you have time to complete and submit the questions prior to the expiration of the deadline). Answer all questions using complete sentences, and be sure to provide sufficient detail where appropriate (your answer to the weekly reflection questions should be approximately on paragraph in length). *Failure to provide sufficient detail will result in a warning; if a second warning is necessary, the submitted update will not be accepted.* Be sure to *check your weekly updates for FEEDBACK*, as this is where I will comment on your update when necessary and answer any questions that you pose (if you do not know how to view feedback, be sure to ask for guidance).

It is expected that weekly updates will be submitted ON TIME according to the deadline indicated above. Late updates WILL NOT be accepted, and failure to submit more than 2 of the weekly updates over the course of the term will mean that this requirement has not been met. If for some reason the deadline does not work well with your schedule, you should plan to submit the weekly update early. Also, *you are required to submit the 10th weekly update*; in other words, the last update cannot be one of the two that you are allowed to miss.

If you do not work for some reason during any given week, you must still submit a weekly update. You are expected to submit 10 weekly updates in total. If for some reason you finish working at your site before the end of week 10, please mention this in your last weekly update AND email me directly so that I can make note of this in the gradebook.

End of the Term Survey OR Paper – You are required to select one of the following options to fulfill the end of the term requirement. Note that **YOU MAY ONLY COMPLETE THE FEEDBACK SURVEY ONCE**. If you are continuing at a practicum/research site and already submitted the survey during a previous term, you must opt for the reflection paper. If you have been working at a particular practicum/research site for an extended period of time and you are interested in additional options, please make an appointment to meet with me before the end of the 5th week of the term.

- (1) Feedback Survey – The purpose of this survey is to allow you the opportunity to share your practicum/research experience with others. By completing the survey, you will be providing valuable information that other students will be able to utilize when choosing a site for their own practicum/research experience. It is expected that you will take the time to provide detailed and thoughtful responses to the questions asked. While your name will not be attached to your comments, the comments may be reproduced for the purpose of creating a document that would allow students to read about your experiences. This information may prove very useful when students are deciding which sites to pursue for their own practicum/research opportunity. The Feedback Survey will be posted November 26, and **must be completed and submitted by 3pm on December 6** (at which time the survey will no longer be available). It is your responsibility to ensure that you have the time to complete and submit the survey prior to the expiration of the deadline. **NO LATE SURVEYS WILL BE ACCEPTED.**
- (2) Reflection Paper - If you select this option, you will be required to write a 2-3 page reflection paper that is **due by 3pm on December 6**. This paper should BRIEFLY introduce your practicum/research site (where you worked, what the organization does, etc.) and give an overview of your responsibilities. The majority of the paper should focus on your experience (this section should account for at least 75% of your paper). This portion of your paper should include information pertaining to the educational benefits of your experience, what you learned about psychology, what you learned about yourself, etc. (make sure you give specific examples). *Your paper should be double-spaced, typed in Times New Roman size 12 font, and the margins should be 1 inch all the way around.* **NO LATE PAPERS WILL BE ACCEPTED.**

POLICY ON EMAIL

Make sure that the email address listed for you on duckweb/blackboard is correct. You will need to check this account frequently because I may communicate with you through email. If the address you have listed on duckweb/blackboard is not the account that you regularly use, you can change your primary email address by going to <duckweb.uoregon.edu>, selecting <personal information>, selecting <change email address> and then following the instructions. **YOU WILL BE RESPONSIBLE FOR ALL INFORMATION THAT IS SENT TO YOU VIA EMAIL.**

POLICY ON CLARIFICATION OF INFORMATION

It is your responsibility as a student in this course to ask questions and clarify any points in this syllabus that you find confusing. “I didn’t know that...” or “I wasn’t sure about...” will not excuse you from completing any of the requirements for this course. If you foresee any difficulties in completing these requirements in the way in which they are presented in this syllabus, you should make arrangements to meet with me no later than October 11.

OTHER IMPORTANT INFORMATION

Guidelines for Teaching & Learning at the UO, Psychology Department

The Undergraduate Education Committee (UEC) has drafted a set of guidelines that outlines the responsibilities of the program, students and instructors regarding courses offered through the Department of Psychology. This information includes sections on (a) the mission of the undergraduate program in psychology, (b) best practices for students, (c) best practices for instructors, (d) special student concerns, and (e) where to get help and additional information. All of this information is available at <http://psychweb.uoregon.edu/guidelines/>.

Students with Disabilities

If you have a documented disability and need accommodations in this course, please make arrangements to meet with me.

Academic Dishonesty

Students are responsible for reading and understanding the University’s policies on academic dishonesty. This information is available at the following web site: <http://darkwing.uoregon.edu/~conduct/sai.htm>.