

## Instructor Information

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**Instructor:**

Rachel Baldrige, M.S.

**Email Address:**

rachel.baldrige@uta.edu

**Faculty Profile:**

<http://mentis.uta.edu/explore/profile/rachel-baldrige>

**Office Hours:**

Available via Microsoft Teams by appointment only.

## Course Information

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**Section Information:**

PSYC 4415-001

**Time and Place of Class Meetings:**

TBD

**Description of Course Content:**

The internship course is designed to be taken alongside the external hours and will aid in the application of psychological principles from theory to practice. Integrating the concepts and ideas learned in the classroom and effectively applying this knowledge while on the job will strengthen performance as potential graduate students, and in the workplace, thus enhancing students' overall marketability.

**Student Learning Outcomes:**

- (a) To provide students with practical knowledge in areas relevant to furthering academic careers in graduate school.
- (b) Learning gained from this course will enhance the student's knowledge, skills, and abilities needed to be strong competitors for employment. The internship course is designed so that students learn issues related to the implementation and application of course material.
- (c) To share knowledge and discuss relevant strategies to expand career opportunities and choices.

**Required Textbooks and Other Course Materials:**

No textbook required.

**Descriptions of major assignments and examinations:**

There are no exams in this class. Instead, students will be evaluated based on a submission of an Internship Log, participation in meetings, and submissions of assignments meant to prepare you for graduate school and/or the professional world (see Canvas for more details).

### **The Internship Log:**

Once the student has secured an internship, a daily log of internship hours should be kept and maintained throughout the internship experience. The daily log should include activities and achievements, as well as feelings or reactions. For each day, a brief synopsis of the day's activities should be entered including what the student was doing and should also include psychological reactions to the day's events. This activity has been recognized as one of the best ways to learn from experience. Students will be provided with a template excel sheet and will use the sheet format for log entries (log template can be found on Canvas). The final log will be due upon completion of the 120-hour field internship requirement. The instructor will also periodically ask to see log entries throughout the semester to ensure that students are keeping up with their daily entries.

### **Mandatory Prerequisites:**

PSYC 2443 and 2444 and students must be of junior or senior standing in the psychology program.

### **Field Internship Requirements:**

Students who are considered in good standing in the program (i.e., not on academic probation) and have met required criteria are eligible to obtain an internship. The internship program is designed to develop and enhance psychology students' knowledge and application of relevant career choices. Psychology students who have completed relevant classes to their internship of interest and satisfactorily completed required prerequisites are eligible to seek an internship.

Students will require approval from the internship faculty (Professor Baldrige) before they can register for this course. The student **must** meet with the internship instructor to discuss the internship position and to ensure that it meets the internship instructor's expectations, and the program's requirements before a position is considered an internship. The internship instructor **must** approve each internship experience in advance for the student to receive credit towards fulfilling the 120-hour internship requirement. A Notification of Internship form must be completed and turned in to the instructor prior to the student accumulating internship hours. Credit will not be given for previous work experiences.

During the Fall or Spring semester students commit to a minimum of 8 hours per week (variable) for 15 weeks. That is a total of 120 hours minimum. If a student takes internship hours during the summer s/he will still have to take the class portion during the following semester and complete the academic requirement to gain full credit for the course, otherwise s/he will receive a failing grade (F), which can impact your GPA.

**It is the student's responsibility to secure his/her own internship experience(s).** The internship can be any work-related experience that is associated with Psychology. There is a wide range of options. The placement can be in any area of interest providing the experience can be related to psychology. Check with the professor supervising your internship to make sure that the internship experience is acceptable. Internships may be paid or unpaid.

Some organizations will require interns to have a certificate of general liability or training to be in compliance with the specific organization rules and regulations. For example, background checks, fingerprinting, basic medical checks, basic safety, and ethics training. It will be the intern's responsibility to find out and complete the necessary requirements in a timely fashion **BEFORE you start working with them.**

The Psychology department will contact the student's internship supervisor (on site) to verify that that s/he completed the internship hour requirements and performed adequately. Failure to meet these requirements will result in either failure of the course or an incomplete, depending upon the circumstances. Students will be evaluated by their supervisors and faculty at the end of the semester.

### **Variable Prerequisites:**

Relevant prerequisites will depend on internship type. See faculty for details.

**Communications:**

When communicating with faculty members and other professionals, as well as with peers and other colleagues, all students are expected to communicate in a professional manner. This includes addressing one’s audience using his/her proper title, using proper grammar, and using proper spelling. This includes, but is not limited to, using proper greetings and an appropriate tone. *Students who communicate inappropriately (disrespectful verbal and nonverbal tone, and/or message content) will be referred to the Chair of the Psychology Department for disciplinary action.*

**Email Communications:**

Students are required to use their UTA MAVS e-mail account in this class. All students are assigned an email account and information about activating and using it is available at <http://www.uta.edu/oit/cs/email/mavmail.php>. New students (first semester at UTA) are able to activate their email account 24 hours after registering for courses. Students are responsible for checking their email regularly. There is no charge to students for using this account, and it remains active as long as a student is enrolled at UTA.

Important information will be sent via Canvas. You should either routinely log into or forward your Canvas messages to your e-mails. Should you need to reach the instructor,

**Instructor’s Email Policy:**

Students need to do their due-diligence to find the answers to their questions regarding the course before reaching out to me via email so please refer to the syllabus and Canvas before emailing me your question. I will try to respond to your email during the week in a timely manner, but you may follow up with me if I do not respond within 24 hours Monday through Thursday. If you email me Friday or over the weekend, I will respond by the end of the day on Monday. However, **if the answer to your question can be found in the syllabus, I may simply reply to your email “See Syllabus”.**

**Attendance:**

At the University of Texas at Arlington, taking attendance is not required. Rather, each faculty member is free to develop his or her own methods of evaluating students’ academic performance, which includes establishing course-specific policies on attendance. For this course, **attendance to designated meetings is mandatory. The instructor will work with students to determine a consistent meeting date and time. WE WILL NOT BEGIN MEETING UNTIL THE SECOND WEEK OF THE SEMESTER.**

**Grading Information**

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Grading

Students will be evaluated based upon their ability to complete the required assignments. Assignments must be completed in a timely and professional manner. Grades will be based on the following:

Assignment	Points Possible
Participation in Meetings	50 points
Supervisor’s Performance Review	50 points
Graduate School Research	75 points
Letters of Recommendation Assignment	75 points
Personal Statement & Peer-Review	75 points
Resume	75 points
Internship Log	100 points
Professional Presentation	100 points

### Grading Scale:

Points	Percentages	Letter Grade
540 – 600	90-100%	A
480 – 539	80-89%	B
420 – 479	70-79%	C
360 – 419	60-69%	D
0 – 359	0-59%	F

Total Points Possible: 600

**NOTE:** The instructor reserves the right to include additional assignments, tests and/or unannounced quizzes, increasing the number of total possible points.

Students are expected to keep track of their performance throughout the semester, which Canvas facilitates, and seek guidance from available sources (including the instructor) if their performance drops below satisfactory levels. Assignments need to be submitted by the deadlines indicated in Canvas, otherwise students will have 10 points deducted per day that the assignment is late.

**Do not e-mail me to ask for more points so that you can get the grade that you want. If you want a specific grade, then you need to put in the effort necessary to obtain said grade. I do not round up to the next letter grade.**

### Course Schedule

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Week	Assignments & Topics for Discussion
Week of August 23 <sup>rd</sup>	No Class Meeting
Week of August 30 <sup>th</sup>	Introductions/Course Syllabus
Week of September 6 <sup>th</sup>	<b>Assignment: Three Graduate School Options Due</b>
Week of September 13 <sup>th</sup>	Discussion: Graduate School Application & Letters of Recommendation
Week of September 20 <sup>th</sup>	<b>Assignment: Letter of Recommendation Request Due</b>
Week of September 27 <sup>th</sup>	Discussion: Writing Your Personal Statement

<b>Week</b>	<b>Assignments &amp; Topics for Discussion</b>
Week of October 4 <sup>th</sup>	<b>Assignment: Personal Statement Due</b>
Week of October 11 <sup>th</sup>	Discussion: Resumes
Week of October 18 <sup>th</sup>	<b>Assignment: Resume Due/Personal Statement Peer-Review Due</b>
Week of October 25 <sup>th</sup>	Discussion: Preparing for a Presentation
Week of November 1 <sup>st</sup>	Professional Presentations
Week of November 8 <sup>th</sup>	Professional Presentations
Week of November 15 <sup>th</sup>	Professional Presentations
Week of November 22 <sup>nd</sup>	No Class Meetings – Thanksgiving Break
Week of November 29 <sup>th</sup>	Schedule Individual Meetings to Discuss Performance Reviews <b>Assignment: Internship Log &amp; Performance Reviews Due</b>

## **Institution Information**

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UTA students are encouraged to review the below institutional policies and informational sections and reach out to the specific office with any questions. To view this institutional information, please visit the [Institutional Information](http://www.uta.edu/provost/administrative-forms/course-syllabus/index.php) page (<http://www.uta.edu/provost/administrative-forms/course-syllabus/index.php>), which includes the following policies among others:

- Drop Policy
- Disability Accommodations
- Title IX Policy
- Academic Integrity
- Student Feedback Survey
- Final Exam Schedule

## **Additional Information**

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### **Face Covering Policy:**

*While the use of face coverings on campus is no longer mandatory, all students and instructional staff are strongly encouraged to wear face coverings while they are on campus. This is particularly true inside buildings and within classrooms and labs where social distancing is not possible due to limited space. If a student needs accommodations to ensure social distancing in the classroom due to being at high risk they are encouraged to work directly with the Student Access and Resource Center to assist in these accommodations. If students need masks, they may obtain them at the Central Library, the E.H. Hereford University Center's front desk or in their department.*

### **Emergency Exit Procedures:**

Should we experience an emergency event that requires evacuation of the building, students should exit the room and move toward the nearest exit. When exiting the building during an emergency, do not take an elevator but use the stairwells instead. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

### **Academic Success Center:**

The Academic Success Center (ASC) includes a variety of resources and services to help you maximize your learning and succeed as a student at the University of Texas at Arlington. ASC services include supplemental instruction, peer-led team learning, tutoring, mentoring and TRIO SSS. Academic Success Center services are provided at no additional cost to UTA students. For additional information visit: [Academic Success Center](#). To request disability accommodations for tutoring, please complete this [form](#).

**IDEAS Center:**

The **IDEAS Center** (<https://www.uta.edu/ideas/>) (2<sup>nd</sup> Floor of Central Library) offers **FREE tutoring** and **mentoring** to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. Students can drop in or check the schedule of available peer tutors at [www.uta.edu/IDEAS](http://www.uta.edu/IDEAS), or call (817) 272-6593.

**The English Writing Center (411LIBR):**

The Writing Center offers **FREE** tutoring in 15-, 30-, 45-, and 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Register and make appointments online at the [Writing Center](https://uta.mywconline.com) (<https://uta.mywconline.com>). Classroom visits, workshops, and specialized services for graduate students and faculty are also available. Please see [Writing Center: OWL](#) for detailed information on all our programs and services.

The Library's 2<sup>nd</sup> floor [Academic Plaza](http://library.uta.edu/academic-plaza) (<http://library.uta.edu/academic-plaza>) offers students a central hub of support services, including IDEAS Center, University Advising Services, Transfer UTA and various college/school advising hours. Services are available during the [library's hours](#) of operation.

**Librarian to Contact:**

Leni Matthews – User Experience Librarian/Psychology Liaison

E-mail: [leni@uta.edu](mailto:leni@uta.edu)

Office Number: 817-272-6519

[Link](http://libguides.uta.edu/psychology) to libguide (<http://libguides.uta.edu/psychology>)

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**Emergency Phone Numbers**

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In case of an on-campus emergency, call the UT Arlington Police Department at **817-272-3003** (non-campus phone), **2-3003** (campus phone). You may also dial 911. Non-emergency number 817-272-3381

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**Library Information**

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**Research or General Library Help**

- [Academic Plaza Consultation Services](http://library.uta.edu/academic-plaza) ([library.uta.edu/academic-plaza](http://library.uta.edu/academic-plaza))
- [Ask Us](http://ask.uta.edu/) ([ask.uta.edu/](http://ask.uta.edu/))
- [Library Tutorials](http://library.uta.edu/how-to) ([library.uta.edu/how-to](http://library.uta.edu/how-to))
- [Subject and Course Research Guides](http://libguides.uta.edu) ([libguides.uta.edu](http://libguides.uta.edu))
- [Librarians by Subject](http://library.uta.edu/subject-librarians) ([library.uta.edu/subject-librarians](http://library.uta.edu/subject-librarians))
- [Research Coaches](http://libguides.uta.edu/researchcoach) (<http://libguides.uta.edu/researchcoach>)
- [A to Z List of Library Databases](http://libguides.uta.edu/az.php) ([libguides.uta.edu/az.php](http://libguides.uta.edu/az.php))
- [Course Reserves](https://uta.summon.serialssolutions.com/#!/course_reserves) ([https://uta.summon.serialssolutions.com/#!/course\\_reserves](https://uta.summon.serialssolutions.com/#!/course_reserves))