

PSYC 5127: I/O Internship

Spring 2022

Instructor Information

Instructor

Nicolette P. Hass, Ph.D.

Campus Office Number

Life Science Building Room 308

Office Telephone Number

(817) 272-5480

Email Address

nphass@uta.edu (The best way to contact me is by email.)

Faculty Profile

<https://mentis.uta.edu/explore/profile/nicolette-hass>

Office Hours

Wednesday 12:30 p.m. to 2:30 p.m. or by appointment (Teams only; no face-to-face office hours). Please email me to schedule your Teams office hours session.

Course Information

Section Information

PSYC 5127-001

Time and Place of Class Meetings

Wednesday from 3:00-3:50 p.m. Class will start on Wednesday, January 19, 2022. According to the recent update from University administration, we will hold class meetings online via Microsoft Teams through the first week of February. Starting February 9, classes will be held in Life Science Building, room LS 420 (pending further University updates).

Description of Course Content

The purpose of this course is to provide students a forum to share and self-reflect on their academic and real-world experiences in order to continue with their development as I/O professionals. The act of reflection has been supported in the research as one of the best ways to learn. Meaningful reflection helps to make sense of what one learns from experience and can enhance overall personal and professional mastery. Outcomes related to the reflective process include a better understanding of new perspectives and experiences, more meaningful changes in self behavior, and a higher commitment toward obtaining goals.

Student Learning Outcomes

Upon successful completion of this course, students will be able to:

1. Critique their evolving attitudes, values, beliefs, and behaviors.
2. Learn about and evaluate new perspectives through self and others' accounts.
3. Reflect on their professional and scholastic experiences and assess their growth.
4. Continue to refine their communication and professional skills.

Course Materials

- Reading materials as assigned

Technology Requirements

- Computer or laptop with microphone and webcam
- Canvas
- Microsoft Teams

Live lectures will take place in Microsoft Teams through the first week of February. **You must have your video turned on during class.** Please consider a test run of your audio and video capabilities.

It is recommended to [download Teams](#) and join with the program rather than join via browser. To join a Teams meeting, view these [Join a Meeting Instructions](#). Other tutorials you may find helpful:

- [Using video in Microsoft Teams](#)
- [Change your video background](#)
- [Share content](#)
- [Raise your hand](#)
- [Manage audio settings](#)

Descriptions of Major Assignments

There are several assignments required of students in this course:

I. Professional Materials

- a) **Résumé assignment (Due Feb. 23, 2022 at 3:00 p.m.)**
 - Students will analyze and compare their current résumé with their résumé from Spring 2021.
 - Students will write a two-page summary that reports on their growth, professional/academic experiences, the progress made during the past year, etc. A separate title page with your name on it and the title of your assignment is also required (please also submit both résumés).
 - The summary should be submitted in .doc or .docx format, double-spaced with one-inch margins, using 11-pt. Calibri or New Times Roman black font. Points will be deducted for not following these requirements.
- b) **Professional Wish List assignment (Due Mar. 2, 2022 at 3:00 p.m.)**
 - Students will develop a new list of their most important job characteristics (rated or ranked on importance) and will compare it with last year's list.
 - A two-page summary that analyzes and describes what has changed, what has stayed the same, and why, will be submitted by the due date. A separate title page with your name on it and the title of your assignment is also required (please also submit both wish lists).
 - The summary should be submitted in .doc or .docx format, double-spaced with one-inch margins, using 11-pt. Calibri or New Times Roman black font. Points will be deducted for not following these requirements.
- c) **Updated Professional Activity Summary (Due Mar. 9, 2022 at 3:00 p.m.)**
 - Students will update their Professional Activity Summary by adding new activities to last year's Summary.
 - Recall the Summary is a list of projects, activities, and experiences encountered during graduate school and should include all classroom projects (i.e., **all** projects in psychology courses and courses from other departments).
 - The list should include a short description of each project or activity, as well as the KSAOs that were developed and/or strengthened by that event. Technical skills and abilities developed during the project, such as job analysis or quantitative skills, and non-technical KSAOs, such as adaptability or time management should be included.

Grading of these three assignments will be based on your ability to demonstrate quality and thoroughness in the following areas, as relevant to each assignment:

1. Clear indications of growth and learning
2. Thoughtful introspection on how you have developed
3. Reflections about what has changed and what has stayed the same

The above assignments should be emailed to nphass@uta.edu by the due date.

LATE ASSIGNMENTS WILL NOT BE ACCEPTED.

II. The Internship Log

For students who are currently interning or who obtain an internship during the semester, a daily log of internship hours where you track your activities is due every Friday until your 400 hours are achieved. The log should be structured and completed per the instructions given during your PSYC 5227 Spring 2021 class (also emailed throughout Summer 2021).

Grading of the Internship Log will be based on the:

1. Correct structure of the log
2. Thoroughness of the log entries
3. Timeliness of the weekly log submissions

III. Internship Sharing Sessions

Data from student internship logs indicate that students have had many interesting and valuable experiences. These experiences should be shared – learning from your peers could provide useful insights on how to approach work projects in the future. Therefore, students will alternate presenting on their current or former internship.

Students have been assigned specific class sessions (see the Course Schedule). Presentations should be articulated using a professional yet conversational style. *Students will refrain from using notes.* You will be relaying information about *your* experiences; thus, you should be able to easily tell the story without the use of written aids. Presentations should be at least 12 but no longer than 15 minutes (no PPTs) and should include the following:

- a) Most rewarding accomplishment/achievement and why
- b) Greatest challenge and the lesson(s) learned from that challenge
- c) Best practices you have adopted for use in the future
- d) Your current status (e.g., At the same organization? What happened after 400 hours were achieved? Searching for additional opportunities? Focusing on your career search?)

A Q&A session will follow each presentation where the audience will participate in asking questions, providing advice, comparing similar experiences, etc. There will be ample time for Q&A; thus, I expect active participation. Participation will count toward the students' participation grade.

Grading of the presentations will be based on:

1. Thoroughness (see a-d above)
2. Relevance of the information (helpfulness of the information to relevant others)
3. Clarity of the presentation (should make sense and flow well)
4. Your ability to professionally present the information and answer questions (professional demeanor, articulation, etc.)

Participation

Specific participation instructions are provided in this syllabus and may also be provided prior to or during meeting days as necessary. Students are expected to be prepared for class discussion and interactions.

Attendance

At The University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator of student success. 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 is mandatory for scheduled class days and promptness is expected. Participation points will be deducted for missing a scheduled class day. This pertains to **any** reason including job-related reasons or any other reason. Only under certain circumstances will the student be considered excused for missing a required class day (e.g., personal illness or injury accident, COVID-related issues, other compelling circumstances) and official written documentation will be required. Participation points will also be deducted for late arrivals (late = any time after 3:00 p.m. on a scheduled class day).

While UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients “begin attendance in a course.” UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report must the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Canvas. This date is reported to the Department of Education for federal financial aid recipients.

Course Schedule

Each week, students will alternate presenting their internship experiences (e.g., see Internship Sharing Sessions above). Students will present according to the following, randomly assigned, schedule:

February

9th: Fatima, Francisco

16th: Michelle, Kinsey, JC

23rd: Aqsa, Rachel

March

2nd: Thomas, Bailey

23rd: Daniel, Heidi

30th: Jessica, Mitch

April

6th: Taya, Summer

13th: Shubham, Tori

20th: Cara, Ellis

As the instructor of this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled.

Grading Information

Grades will be computed as follows:

- Résumé assignment
 - Professional Wish List assignment
 - Professional Activity Summary
 - Internship Log
 - Participation – 30% of final grade
 - Internship Sharing Sessions – 40% of final grade
- } 30% of final grade

Grade Grievances

Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current University Catalog (see [Graduate Grading Policies](#); [Student Complaints](#)) and as referenced in the Psychology department’s current Graduate Student Handbook.

Additional Course Information

Field Internship Requirement

Students must complete 400 hours of internship as part of the requirements of the I/O Psychology MS degree. Students who are considered in good standing in the program (i.e., not on academic probation) are eligible to obtain an internship. Students are expected to find their own internship opportunities. The internship instructor will provide students with available information regarding internship opportunities; however, it is the student’s responsibility to secure his/her own internship experience(s). Paid internships are, of course, preferred but not required.

Student interns should be involved in I/O-related activities (e.g., job analysis, recruiting, job evaluation and compensation, test validation, assessment and reporting, employee opinion survey analysis and feedback, focus groups, training development or conducting training, performance evaluation programs, succession planning, data science). The student must meet with the internship instructor to discuss the internship position and ensure 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 internship credit. A Notification of Internship form (on Canvas) 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.

Students not completing their internship hours by the end of the semester will receive an "I" for this course.

Communication

When communicating with faculty members and other professionals, all students are expected to communicate in a professional and formal manner regardless of the media (phone, e-mail, face-to-face, etc.). This includes addressing one's audience using his/her proper title, using proper grammar, and using proper spelling. How one delivers a message is often as important as the message itself. Thus, I expect students to communicate professionally when communicating with me. This includes, but is not limited to, using proper greetings and an appropriate tone. Communications deemed inappropriate will not receive a response.

Electronic Mail

UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact University-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for regularly checking the inbox. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

This instructor will use your UT Arlington student e-mail account for official communication regarding this course. Class announcements will also be posted on the Canvas system. I will respond to emails and other messages within 24-48 hours, except for weekends and holidays. My expectation is that you will also respond promptly to my communications.

Institution Information

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](https://resources.uta.edu/provost/course-related-info/institutional-policies.php) page (<https://resources.uta.edu/provost/course-related-info/institutional-policies.php>) which includes the following policies among others:

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

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.

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](#).

Library Information

Nicole Spoor is the librarian assigned specifically to assist students and faculty in the Psychology department. She can be reached at della.spoor@uta.edu. You will find useful research information for psychology at <http://libguides.uta.edu/psychology>.

Research or General Library Help

- [Library Tutorials](http://library.uta.edu/how-to) (library.uta.edu/how-to)
- [Subject and Course Research Guides](http://libguides.uta.edu) (libguides.uta.edu)
- [Librarians by Subject](http://library.uta.edu/subject-librarians) (library.uta.edu/subject-librarians)
- [A to Z List of Library Databases](http://libguides.uta.edu/az.php) (libguides.uta.edu/az.php)
- [Course Reserves](https://uta.summon.serialssolutions.com/#!/course_reserves) (https://uta.summon.serialssolutions.com/#!/course_reserves)
- [Study Room Reservations](http://openroom.uta.edu/) (openroom.uta.edu/)

Emergency Phone Numbers

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

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, which is located at the stairwell just outside of the classroom. 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.