



PSY 390
CRN: 34253

Field Experience in Psychology
College of Education and Behavioral Sciences
Psychology Department
Western Kentucky University
Summer 2020 (05/18/2020-08/13/2020) – Online

Instructor: Sarah Ochs, Ph.D.
Office: GRH 3025
Phone: 270-745-4414

Email: Sarah.Ochs@wku.edu
Office Hours: by appointment
Blackboard: blackboard.wku.edu

Email is the best way to contact me. If you would like an appointment (i.e., phone, zoom, online chat), I am happy to set up a time and communication medium that works for you, just send me an email. It is my hope that each student will be successful in this course, and I am happy to provide support in that process!

I. COURSE DESCRIPTION

Catalog Description: Field placement sites are approved based on consistency with the student's academic preparation. Practical work experience in a supervised psychology-related work setting with a cooperating psychology or human services agency, private business, or industry. Psychology 390 may be taken for 3 credit hours at one time. Only three hours will count toward the psychology major or minor. Students are responsible for arranging their own transportation to designated or assigned sites. This is a 3-credit hour course.

Prerequisites: 12 hours in psychology, a 2.5 GPA in Psychology, and approval of the department are required.

II. REQUIRED TEXT/READING

There is no required textbook for this class but we will review several readings throughout the semester. These will be provided to you via Blackboard.

Recommended Texts:

Knapp, S.J., VandeCreek, L.D., & Fingerhut, R. (2017). *Practical ethics for psychologists: A positive approach* (3rd ed.). Washington, D.C.: American Psychological Association.

Matthews, J.R. & Walker, C.E. (2015). *Your practicum in psychology: A guide for maximizing knowledge and competence*. Washington, D.C.: American Psychological Association.

Computer and internet access (high speed recommended) are required. Your web browser should be within 1-2 years of the current browser. This course requires *frequent* use of Blackboard. Blackboard works well with Firefox and Chrome. You can download either browser free for both WIN and Mac from the Blackboard home page. You will also submit at least one assignment in a compatible Word program.



III. COURSE GOALS

1. Gain supervised work experience within a community agency, program, business, or other approved site.
2. Apply your scientific inquiry and critical thinking skills by integrating conceptual knowledge obtained through courses in the psychology major or minor with applied experiences obtained in the community placement.
3. Recognize and demonstrate professional ethics based on APA's ethical standards.
4. Develop and demonstrate work-related skill sets including professionalism, assertiveness, collaboration, leadership, effective interaction with others, professionalism, resume writing.

IV. COURSE TOPICS

- Professionalism
- Diversity and multiculturalism
- Ethics
- Careers in the human services profession
- Compassion fatigue
- Preparing for graduation and beyond
- Applying prior learning to your placement
- Linking your degree to your future goals
- Beginning helping skills

V. COURSE ASSIGNMENTS

Assignment

Points Possible

Placement Agreement

Required

The placement agreement can be found on Blackboard and has been provided to you via email. **In order to begin your field experience, you must return your signed, completed placement agreement.** Please make a copy for your site supervisor, yourself, and me.

Signed Goals Sheet

Required

The goals sheet can be found on Blackboard and will be discussed the first day of class. **Within the first two weeks of starting your placement, you must meet with your site supervisor to discuss your goals and the nature of the placement.** You will develop a written summary of activities and goals to help structure your experience. We will review and reflect on your progress toward your goals throughout the semester.

Emergency Contact Sheet

Required

The emergency contact sheet can be found on Blackboard and will be discussed the first day of class. **Within the first two weeks of starting your placement, you must complete an emergency contact form** and provide a copy to your placement supervisor



and to me.

Evaluation Form

100

The evaluation form can be found on Blackboard and will be discussed the first day of class. **Students should provide the evaluation form to the site supervisor within the first two weeks of the placement.** This will help the supervisor know how to evaluate your performance and they can discuss any issues as they come up rather than waiting until the end. Your signed evaluation should be submitted to me no later than 8/10/2020.

Logs

Required

Students must document the completion of 120 hours by the end of the placement. A sample log form is provided on Blackboard. Logs must be signed by the placement supervisor and turned in to me by the last day of each month.

Journal Reflections

150

Following each day or session at your placement, you will complete a journal entry. Additional instructions can be found on Blackboard and will be discussed the first day of class.

Ethics Quiz

50

You will complete an ethics quiz to demonstrate your understanding of basic ethical principles that relate to the work place and psychology.

Resume/Curriculum vitae (CV)

25

Most of you are or will soon be applying for graduate school or jobs. You will turn in a current CV that includes your field placement and any other experiences from this semester.

Application Project

200

One goal of this course is to better help you actively integrate the science and application of psychology to address contemporary issues. This is an opportunity to explore how recent research informs or can inform the work of your placement site. For this assignment, you will identify and apply psychological research to a real-life issue being experienced or discussed at your site. You will have two options for this project. Additional instructions can be found on Blackboard and will be discussed in class.

Total Points

525

VI. COURSE EVALUATION PROCEDURES



Grades are assigned at the end of the course on the following scale:

90-100%	A	70-79%	C	< 59%	F
80-89%	B	60-69%	D		

VII. COURSE PROCEDURES

Expectations: You will be at your site, performing the tasks your site has assigned for you approximately 6 hours per week. Tasks may include reading books or policies, reviewing videos, visiting families, observing therapy, attending meetings, leading groups, helping develop new projects or initiatives, and more. This will be an educational and professional experience. However, you may also perform some office tasks like filing paperwork. We all do some clerical work in our jobs and you are trying to get a sense for what it is like to work in that agency.

Although for the vast majority of you this experience is unpaid, you should treat it like a job. This means demonstrating enthusiasm, showing up on time, communicating with your supervisor in a timely and appropriate manner, adhering to ethical guidelines, and taking responsibility for your actions.

If an issue arises at your site, please talk with your direct supervisor first and inform me of any concerns. If you need immediate assistance at your site, I can be reached by my cellphone (585-857-0571).

Blackboard: This class and associated material will be presented through Blackboard, which is the name of the website you will use to access your materials and submit your assignments. A course site has been set up in Blackboard and reference materials, class assignments, announcement, events, and other features of Blackboard will be used. To access Blackboard:

- 1.) Go to www.wku.edu
- 2.) In the lower left corner, you will see links to various sites, one of which is Blackboard. Click on the word "Blackboard".
- 3.) You will be required to login using your WKU email username (what you use to access your WKU e-mail).
- 4.) After logging in, on the right-hand side of the screen, you will see the course name underlined, PSY 390 – Field Experience in Psychology. Click on the course name.
- 5.) You will see a screen that will have any current announcements in the center. To the left will be a list of menu items. Click on these, depending on what you want to do.

In general, I will communicate with the class through Announcements, rather than clogging up your e-mail inbox, so make sure you check Announcements daily. However, if I need to contact an individual student, I will use email. I count on you to check your email at least daily during the week. You can expect me to reply to your email within 24 hours, but usually it will be much sooner.

Email Etiquette: Be clear and polite in all communication. When emailing me, please include



PSY 390 in the subject line and your name within the body of the email. I make every effort to respond to emails within the same day that I receive them. If you require an immediate response, you are welcome to call or text my cellphone from 8 am – 6 pm, Monday – Friday.

Participation Policy: Students are expected to attend and participate in all classes.

In the event that the university cancels classes, students are expected to continue with readings as originally scheduled. Any assignment scheduled during those missed classes, such as an exam or paper, will be due at the next class meeting unless other instructions are posted on the course website.

Privacy Matters: The Internet may change or challenge the notions of what is private and what is not. Although the course is protected by a password, no one can guarantee privacy online. Privacy for every student depends on the actions of each individual student – sharing your password with a friend is a violation of privacy to your classmates. Do not share passwords with anyone else or allow access to this course to those not registered in it.

Discussion of Grades: Sometimes students want to discuss their grades via email. However, email is not a secure nor private form of communication. I cannot disclose student information via email without a legal signature from that student (see Student Disclosure form in “Course Documents” folder). Although I can make some general statements about your progress via email, I am always happy to chat more about your grades via phone.

Academic Honesty: All students are expected to conform to the WKU Academic Integrity Policy. Refer to the policy outlined in the Student Code of Conduct which includes academic dishonesty, plagiarism, and cheating. Student work may be checked by plagiarism detection software. An incident of any kind of academic dishonesty may lead to serious consequences.

Accommodations: In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union, 1074. The phone number is 270.745.5004 [270.745.3030 V/TTY] or email at sarc@wku.edu. Please do not request accommodations directly from the professor or instructor without a faculty notification letter (FNL) from The Student Accessibility Resource Center.

Student Assistance: Should you require academic assistance with your WKU courses, The Learning Center (located in the Downing Student Union, 2141) provides free supplemental education programs for all currently enrolled WKU students. The Learning Center at Downing Student Union offers certified, one-on-one tutoring in over 200 subjects and eight academic skill areas by appointment or walk in. Online tutoring is offered to distance learners. TLC is also a quiet study area (with side rooms designated for peer-to-peer tutoring) and a computer lab to complete academic coursework. Please call TLC in the Downing Student Union at (270) 745-5065 for more information or to schedule a tutoring appointment. www.wku.edu/tlc

Writing Center Assistance: The Writing Center has locations in Cherry Hall 123 and in the Commons at Cravens Library on the Bowling Green campus. The Writing Center also offers online consultations for students who live at a distance or who cannot visit during our operating



hours. Writing tutors have been trained to provide helpful feedback to students at all phases of a writing project: they can *help you* brainstorm ideas, structure your essay, clarify your purpose, strengthen your support, and edit for clarity and correctness. But they will not revise or edit the paper *for you*. See instructions on the website (www.wku.edu/writingcenter) for making online or face-to-face appointments. Or call (270) 745-5719 during our operating hours (also listed on our website) for help scheduling an appointment.

Title IX Misconduct/Assault Statement: Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU's Title IX Sexual Misconduct/Assault Policy (#0.2070) at

<https://wku.edu/eoo/documents/titleix/wkutitleixpolicyandgrievanceprocedure.pdf> and Discrimination and Harassment Policy (#0.2040) at

https://wku.edu/policies/hr_policies/2040_discrimination_harassment_policy.pdf.

Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Title IX Coordinator, Andrea Anderson, 270-745-5398 or Title IX Investigators, Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121. Please note that while you may report an incident of sex/gender-based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are "Responsible Employees" of the University and **MUST** report what you share to WKU's Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU's Counseling and Testing Center at 270-745-3159.

*Note: I reserve the right to make changes, additions, or deletions to any part of this syllabus. However, if this happens, I will notify you of all changes in class and will also post an updated syllabus on Blackboard, with the changes noted.