The University of Tennessee at Chattanooga

Practicum in Psychology:

Fieldwork/Research/Service Learning in Applied Psychology

Fall 2019

Psychology 3560-0, CRN# 42500, 1-3 credit hours

Instructors: Dr. Amye Warren & Dr. Nicky Ozbek.

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Office Hours and Location: Wednesdays 11-1 or by appointment / 540 McCallie #372 (Ozbek)/540 McCallie #358(Warren). Virtual/phone office hours available; please contact us via e-mail to schedule.

Course Catalog Description: Practicum is work study credit to get experience in your field of study. It is designed to enhance your learning and to guide you as you decide what to do with your degree once you have graduated. **This course is graded as: Standard Letter Grade**

Course Pre/Co Requisites: Students must have 60 hours completed and a GPA of 2.5 or higher in order to complete the practicum course.

Teaching/Learning Environment: Students are expected to work independently in this course.

Course Student Learning Outcomes: Upon completion of this course, students will be able to:

- Demonstrate professionalism in a workplace environment by being: competent, punctual, engaging, and respectful.
- Describe acquired skills in psychology and how those skills were of benefit during completion of practicum hours.
- The ability to question future goals and how those goals have strengthened or changed due to their practicum experience.
- Appreciate the hard work and dedication of a hands-on experience by way of the practicum course.
- Compare and contrast an academic environment to a professional environment.

Required Course Materials: No textbook is required for this course.

Late/Missing Work Policy: Late or missing submissions will not be accepted. If you fail to submit a requirement or submit a requirement late, you will not receive credit for the practicum course.

Credit Hours: For or every 1 hour of class credit, you must complete 33.3 of fieldwork (3 credit hours= 100 work hours, etc.). **IMPORTANT: If you need to drop or add hours for practicum, the last day you may do so is Sunday August 25th, this is the last day to register for classes or make changes to any classes. After August 25thth the hours you have registered for are the hours you must complete!**

Mandatory Practicum Requirements:

The following requirements must be completed by the established due dates in order to receive a grade in the practicum course. If you do not complete the following by the required due dates you will receive an "F" in the course. **Late submissions will not be accepted.**

1. Complete the "Comply with syllabus requirements" tab on UTC Learn, you will be reading and copying the statement provided and then include your name and UTC ID. This confirms that you have read the syllabus and agree to its terms. Complete this requirement by **Monday August 26th by 11:59 p.m.**

2. Complete the practicum "Waiver Requirement" tab located on UTC Learn. You will need to print, sign, and submit the practicum waiver (you can scan and attach, take a picture and upload, or put a hard copy in my mailbox located in the psychology office) by **Monday August 26th$_{th}$ by 11:59 p.m. Please be sure your attachment is readable.**

3. By **Monday August 26th at 11:59 p.m**. you must submit where you will be completing your practicum hours. Please submit this on UTC Learn/Canvas under the "Practicum Information" tab**, DO NOT send me an email with this information, practicum is a course like any other; therefore, you will use UTC Learn/Canvas to submit any information**.

4. Submit your monthly log sheets. **Be sure that your supervisor signs your monthly log. We will not accept monthly logs that are not signed by your supervisor.** You submit your log by using by Canvas; under the "Monthly Hours Log" tab you will see the link where you will need to turn in your log (you can scan and attach, take a picture and upload, or put a hard copy in my mailbox located in the psychology office). * Use the "Monthly Practicum Log" available on Canvas. If your practicum location uses their own document to record your hours you may submit their form but please be sure that **your supervisor signs it**. If you are using your job for practicum credit, you can submit your pay stub that shows your work hours, please be sure to redact personal information such as your SS# when submitting.

   * The due dates are as follows:
   - **August 19th - August 31st hours log is due Wednesday September 4th by 11:59 p.m.**
   - **September 1st – September 30th hours log is due Friday October 4th by 11:59 p.m.**
   - **October 1st – October 31st hours log is due by Monday November 4th by 11:59 p.m.**
   - **November 1st – December 6th hours log is due by Monday December 9th by 11:59 p.m.**

   It is up to you to keep track of whether you are accumulating enough hours to earn the credits you signed up for.
   - **3 credit hours = 100 hours**
   - **2 credit hours = 67 hours**
   - **1 credit hour = 33.3 hours**

   Failure to complete the required number of hours means failure of the course. If extreme circumstances arise that will prevent you from completing the required hours, you must inform us as soon as possible so that we can resolve the issue.

Please note, you can turn your hours in before the deadline; remember, you must meet the deadline or you will not receive credit for the course. Even if you have 0 hours worked, you must still submit something stating that you have worked 0 hours. Please do not submit 0 hours worked if you have indeed completed hours for the previous weeks; it is your responsibility to be sure to get your monthly log signed and submitted by the deadline. ***If you have submitted and completed all of your hours before semesters end, you will not submit subsequent monthly logs.*

**Maintain professional standards and performance while you are completing your practicum. If you cannot make a scheduled time, you need to call your supervisor as far in advance as possible. You need to abide by their rules, policies, and procedures. Programs, organizations, and individuals in the community ask specifically for our psychology students; they give great feedback about our students and we need to maintain that reputation.

<u>Graded Practicum Requirements:</u>

1. Complete the syllabus Quiz by Wednesday August 21st at 11:59 pm. You will answer questions about procedures, requirements, assignments, and deadlines to demonstrate your understanding. 20 points.

2. Starting the first week you will complete weekly journals due on Fridays. We will provide prompts so you have a direction for writing your journals.   The journals provide an opportunity for you to make connections between your practicum and concepts from psychology; this gives you an opportunity to share how you directly apply your knowledge. Journals are due every Friday (with the exceptions of Friday October 18th due to the short week of Fall Break and your final journal) by 11:59 p.m. You will submit your journals through UTC Learn Canvas. You will have 13 total journals with the last one due on November 22nd. 10 points each.

3. Complete the Student Experience Survey. The survey is available on UTC Learn Canvas between April 15-April 22.   Please complete the survey by Monday April 22 by 11:59 p.m. 50 points

4. Submit the evaluation your supervisor will complete regarding your performance by Monday December 9th by 11:59 p.m. You can submit the evaluation under the link provided on Canvas. 100 points

Grading:

Comply with Syllabus	**Mandatory**
Signed and submitted waiver	**Mandatory**
Practicum Information Assignment	**Mandatory**
Monthly Hours Log (4)	**Mandatory**
Syllabus Quiz	**20 Points**
Online Journal Entries (13) 10 points each	**130 Points**
Student Experience Survey	**50 Points**
Evaluation completed by supervisor up to	**100 Points**
Total	**300 Points**

Grade	Mandatory Requirement and Total Points
A	Mandatory requirements and 270 - 300 Points
B	Mandatory requirements and 240 - 269 Points
C	Mandatory requirements and 210 - 239 Points
D	Mandatory requirements and 180 - 209 Points
F	Did not complete mandatory requirement **OR** Mandatory requirements and 0 -179 Points

IMPORTANT DATES:

August 25th	**Last day to register or make changes to any classes**
September 1st	**Last day to drop a course before receiving a "W"**
October 21st	**Last day to drop with a "W"**

Accommodation Statement: If you are a student with a disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) and think that you might need special assistance or special accommodations in this class or any other class, call the Disability Resource Center (DRC) at 425-4006 or come by the office, 108 University Center.

Counseling Statement: If you find that you are struggling with stress, feeling depressed or anxious, having difficulty choosing a major or career, or have time management difficulties which are adversely impacting your successful progress at UTC, please contact the Counseling and Personal Development Center at 425-4438 or go to utc.edu/counseling for more information.

Veterans Service Statement: The office of Veteran Student Services is committed to serving all the needs of our veterans and assisting them during their transition from military life to that of a student. If you are a student veteran or a veteran dependent and need any assistance with your transition, please refer to http://www.utc.edu/greenzone/ or http://www.utc.edu/records/veteran-affairs/. These sites can direct you to the necessary resources for academics, educational benefits, adjustment issues, veteran allies, veteran organizations, and all other campus resources serving our veterans. You may also contact the coordinator Veteran Student Program and Services directly at 423-425-2277. THANK YOU FOR YOUR SERVICE.

Communication: To enhance student services, the University uses your UTC email address for all communications. Please check your UTC email on a regular basis. If you have problems with accessing your UTC email account, contact the Call Center at 423/425-4000.

Honor Code Pledge: (from the UTC Student Handbook)
I pledge that I will neither give nor receive unauthorized aid on any test or assignment. I understand that plagiarism constitutes a serious instance of unauthorized aid. I further pledge that I exert every effort to ensure that the Honor Code is upheld by others and that I will actively support the establishment and continuance of a campus-wide climate of honor and integrity.

Technology Support: If you have problems with your UTC email account or with UTC Learn, contact IT Solutions Center at 423-425-4000 or email itsolutions@utc.edu.

Student Conduct Policy: UTC's Academic Integrity Policy is stated in the Student Handbook.

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Course Learning Evaluation: Course evaluations are an important part of our efforts to continuously improve the learning experience at UTC. Toward the end of the semester, you will receive a link to evaluations and are expected to complete them. We value your feedback and appreciate you taking time to complete the anonymous evaluations.