LEARNING OUTCOMES

- Acquire a solid understanding of one career area or sub-specialization of psychology
- Learn and develop employable psychology skills and abilities and how to market these to a Graduate School or Employer
- Demonstrate evidence of knowledge, skills, and abilities through the creation of an “Internship KSA Evidence Portfolio”
- Identify and research professional organizations that relate to your internship’s sub-field of psychology
- Build technical or multi-media skills to utilize in promoting your internship site and experience to employers and Graduate Schools
- Discover how to apply psychological theories, principles, and concepts to the professional work environment
- Define and practice professionalism in the workplace
- Learn about ethical dilemmas impacting the professional practice of psychology

PSYC 389 Experiential Learning is a course through which students can receive academic credit for a professionally supervised, psychology related internship experience. The course is administered entirely through the ELMS Canvas Online Learning Management System and provides students the opportunity to reflect and process the challenges and learning opportunities that accompany the professional work environment. Students are also guided on methodologies for connecting their academic theory based psychology coursework to the functional activities they are performing at their internship site. Skills clarification and strategies for effectively marketing their internship to psychology major employers are also key components of the course. Assessments include reflection journals, case studies, professional organization research, an evidence of skills portfolio, and a final commercial project in which the student showcases their accomplishments as an intern and how the internship has impacted future career paths in the field of psychology. In addition to the weekly hours at their internship site, students should expect to spend 2-3 hours per week completing course assessments online through ELMS.

Submiting Assignments

All assignments, with the exception of the Professional Organization Survey, should be submitted as file uploads on the ELMS PSYC 389 Course Site.

Policy on Late Assignments

Any late assignments will result in a grade of zero. A late assignment is defined as any assignment submitted after the posted deadline date and time as listed on ELMS.

INSTRUCTOR INFORMATION:

Mr. Steve Young, M. Ed.
Office Hours: by appointment
University of Maryland
Department of Psychology
1121-W Biology-Psychology Building
syoung17@umd.edu
301-405-5866

In addition to teaching this course, I serve as an advisor in the Psychology Department as well as manage the online SONA research system. Since this is an online course, all correspondence will be communicated electronically through e-mail and weekly announcements posted on the ELMS Canvas PSYC 389 course page.
PSYC 389 Course Assignments

Introduction

Post on CANVAS
Post an online introduction in the Discussion Forum articulating why you chose to major in psychology, some background information on the internship you are pursuing, as well as what you hope to learn from this experience. 10 points

Reflection Journals (3) At three points during the semester you will submit a three page written reflection journal which details the activities and learning experiences of your internship. 50 points each Here are some key questions to guide your reflection journals:
• What did you do?
• How did you do it?
• Why did you do it?
• What was the process and outcomes?
You can also focus on any of the following topics:
- progress toward internship goals
- learning or A-ha! moments from your internship
- connections between classroom theory and internship functions
- skills you are utilizing and acquiring in the internship
- how the internship is helping you to define your work ethic/values
- research activities that pertain to the internship

Submit Reflection Journals as a Microsoft Word file upload through ELMS. Please include a Title Page with the following:

Your Name
PSYC 389
Fall 2015
Reflection Journal #
Date

Experiential Learning Theory Quiz
Review the PSYC 389 Experiential Learning Guide and articles under Module #3 then take the Experiential Learning Theory Quiz. It is important that you have a good understanding of the four stages of Experiential Learning Theory so that you can effectively apply these throughout your internship. Knowledge of experiential learning will help you to get the most out of this experience. The Quiz is untimed, open note, and must be completed by 11:59 pm on Friday, Sept. 18. The Quiz will be made available on Canvas on Friday, Sept. 11th at 12:00 am.

25 points

Professional Organization Research Survey
As a future psychology professional, you have an obligation to contribute to the profession as well as develop professionally as a result of those contributions. Professional contributions might include writing a research article, presenting at a professional conference, or mentoring a new employee. For this assignment you will identify a professional organization that relates to the sub-field of psychology in which you are interning. Then you will visit the organization’s website and complete a Qualtrics survey on the organization. The survey will be emailed to you a week in advance of the due date. Some examples of professional associations previous students have researched include:

- Access Intelligence
- American Psychological Association
- American School Counselor Association
- Maryland Coalition Against Sexual Assault
- National Association of Alcohol and Drug Abuse Counselors
- National Association of Social Workers
- National Institutes of Health
- Obesity Society
- Pacific Society
- Pacific Whale Foundation
- Society of Human Resource Management
- The American Psychiatric Association

30 points
Internship KSA Evidence Portfolio

On Wednesday, November 25th you will submit an “Internship KSA Evidence Portfolio.” This will be a collection of items that demonstrate what Knowledge, Skills, and Abilities you acquired through your internship, how you developed these skills and abilities, and what these KSAs now qualify you to do. Here are some recommendations for items you might want to include in your portfolio:

- A promotional flyer highlighting what responsibilities you performed in your internship, what KSAs you developed, and what this experience now qualifies you to do. Examples of previous student promotional flyers are posted on Canvas.
- Photos or images of you learning a new skill or performing a specific task at your internship site.
- A project which you contributed to at your internship site. This can be an analysis or synopsis of the project.
- Your resume highlighting your internship functions, accomplishments, and KSAs you've developed.
- A recommendation letter from your site supervisor. You would need to ask for this well in advance of the 11/25 due date.
- Writing and/or Presentation samples that demonstrate oral and written communication skills.
- Samples of research you may have conducted for your internship site.

Grading Your KSA Evidence Portfolio

Your “Internship KSA Evidence Portfolio” is worth 100 points. It should include at least 3 distinct items that provide evidence of your KSAs.

**You should include a cover or title page with the following information: Internship KSA Evidence Portfolio, Your Name, PSYC 389, Fall 2015, November 25, 2015.**

Your KSA Portfolio Grade will be based on the following:

Content = 50 points
- Does it effectively demonstrate KSAs?
- Does it have breadth and depth? (i.e. not all photos but an assortment of resources showcasing KSAs)
- Is it well written? (i.e. no grammatical or spelling errors)

Style and Design = 50 points
- To what extent does the portfolio display a professional look or appeal? Sample KSA Portfolios can be found under the Week #13 course module.

100 points total

CCAR Accomplishment Writing Exercise

75 points

During your internship you will experience a mix of challenges and accomplishments. Students sometimes encounter difficulty in being able to articulate how they transformed a challenge into an accomplishment. For this assignment you will practice writing an internship accomplishment using the CCAR Method. CCAR stands for Context, Challenge, Action, and Result. You will select a situation from your internship and using the CCAR Method demonstrate the process and outcome behaviors you utilized that resulted in the accomplishment. Details about this assignment are provided under the November 2-8 course module.

Site Supervisor Performance Evaluations

Your Internship Site Supervisor will complete both a midterm and final evaluation on your performance as an intern. These evaluations will be calculated into your midterm and final class participation grades.
Assignment Point Values

<table>
<thead>
<tr>
<th>ASSESSMENT</th>
<th>POINT VALUE</th>
<th>% of Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Did You Read The Syllabus Quiz</td>
<td>10</td>
<td>1%</td>
</tr>
<tr>
<td>Introduction Post</td>
<td>10</td>
<td>1%</td>
</tr>
<tr>
<td>Experiential Learning Quiz</td>
<td>25</td>
<td>3%</td>
</tr>
<tr>
<td>Reflection Journals (3)</td>
<td>50 each</td>
<td>20%</td>
</tr>
<tr>
<td>Professional Organization</td>
<td>30</td>
<td>5%</td>
</tr>
<tr>
<td>Research Survey</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rough Draft Commercial</td>
<td>50</td>
<td>7%</td>
</tr>
<tr>
<td>Mid Semester Class Participation</td>
<td>50</td>
<td>7%</td>
</tr>
<tr>
<td>CCAR Accomplishment Writing Exercise</td>
<td>75</td>
<td>10%</td>
</tr>
<tr>
<td>Overall Class Participation</td>
<td>100</td>
<td>13%</td>
</tr>
<tr>
<td>Internship KSA Evidence Portfolio</td>
<td>100</td>
<td>13%</td>
</tr>
<tr>
<td>Final Commercial</td>
<td>100</td>
<td>13%</td>
</tr>
<tr>
<td><strong>TOTAL POSSIBLE POINTS</strong></td>
<td><strong>700</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>
PHOTO/VIDEO RELEASE POLICY: Any photos or videos used in your commercial that include individuals who are personally identifiable must be accompanied by a signed photography/video release. Be aware in advance that certain internship sites may have restrictions or limitations when it comes to what photos you can take. The Department of Psychology photo/video release form can be found in the Week #15 course module.

Final Commercial Grading Rubric

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Excellent</th>
<th>Average</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content 25%</td>
<td>- covers a number of areas as outlined in requirements</td>
<td>- missing 3-4 content areas</td>
<td>- missing more than 4 content areas of presentation</td>
</tr>
<tr>
<td></td>
<td>- no misspellings or grammatical errors</td>
<td>- content is rather vague and does not speak to the uniqueness of internship experience</td>
<td>- variety of misspellings and grammatical errors</td>
</tr>
<tr>
<td></td>
<td>- includes 3-4 ties to psychology courses</td>
<td>- includes 1 or 2 ties to psychology coursework</td>
<td>- no ties to psychology coursework</td>
</tr>
<tr>
<td>Presentation and Delivery 25%</td>
<td>- is communicated in a clear and articulate manner</td>
<td>- narration lacks articulation and/or is scripted as if reading slides</td>
<td>- narration is monotonous and does not convey enthusiasm or energy</td>
</tr>
<tr>
<td></td>
<td>- no slang or filler phrases such as “um”, “like”, or “you know.”</td>
<td>- no automatic transition of slides</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- is 1 minute or over 6 minutes</td>
<td></td>
</tr>
<tr>
<td>Style and Design 25%</td>
<td>- good use of images and photos to convey internship story</td>
<td>- haphazard use of graphics/visuals</td>
<td>- commercial includes no visuals or images</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- graphics are not congruent with slide content</td>
<td>- no consistent theme is used to connect content</td>
</tr>
<tr>
<td>Overall Effect 25%</td>
<td>- commercial shows effort, professionalism, and a high level of regard for your internship site</td>
<td>- commercial is somewhat engaging but fails to sustain interest</td>
<td>- commercial lacks substance and content</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- energy at onset but loses momentum throughout</td>
<td>- does not inspire further investigation in the field</td>
</tr>
<tr>
<td>TOTAL POINTS</td>
<td>100</td>
<td>75</td>
<td>50</td>
</tr>
</tbody>
</table>

Final Commercial Requirements

As the Capstone Project for this course, you will design a 2-5 minute commercial showcasing your internship site, experience, and accomplishments. You are free to use any audio/visual aids including Power Point, Brainshark, You Tube, or Prezi to create your commercial. If using Power Point or Prezi be sure to include narration. Here are some suggestions on items you may want to cover in your commercial:

- A brief overview of your internship site (i.e. mission, goals, and vision)
- Listing and breakdown of general internship responsibilities you performed
- Your learning outcomes and goals that were achieved
- Any psychological theory or research applicable to your internship
- References to psychology coursework that relate to the responsibilities performed in the internship
- Statistical Data from your internship
- How this internship might impact your future psychology career path
- A breakdown of special events or projects you participated in during the internship
- Brief listing of the KSAs you developed as a result of this experience

Sample commercials of previous students can be found on the ELMS Course Site Week #15 Module.
Rough Draft Commercial

You will submit a “Rough Draft Commercial” three weeks in advance of the “Final Commercial” due date. This is to allow me to provide you with some constructive feedback on your commercial and to ensure you are on the right track in designing your commercial. The Rough Draft Commercial does not need to have all of the bells and whistles. It can simply be a few slides with some images and narration. You will be thankful that I have you do this since it will increase the probability of you earning a high grade on your final commercial if you make any recommended adjustments.

50 points

Did You Read The Syllabus Quiz?

To assure me that you have read this syllabus you will take the “Did You Read The Syllabus?” Quiz posted in Week #1 module. The quiz must be completed by 11:59 pm on Friday, September 11 and will be made available beginning August 31 at 12 am. It is not open book or note so you are to adhere to the Academic Honor Code.

10 points

Internship KSA Evidence Portfolio Grading Rubric

<table>
<thead>
<tr>
<th>Criteria</th>
<th>50 points</th>
<th>25 points</th>
<th>0 points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Content</strong></td>
<td>At least 3 distinct items included in portfolio</td>
<td>2 distinct items included in portfolio</td>
<td>One or no distinct items included in portfolio</td>
</tr>
<tr>
<td></td>
<td>Items are distinct and clearly demonstrate KSAs</td>
<td>Items don’t clearly demonstrate KSAs</td>
<td>Numerous grammatical and spelling errors</td>
</tr>
<tr>
<td><strong>Style and Design</strong></td>
<td>Portfolio displays a high level professional appeal</td>
<td>Portfolio is rather basic and is lacking a bit in professional appeal</td>
<td>Numerous grammatical and spelling errors</td>
</tr>
<tr>
<td></td>
<td>Good use of visuals</td>
<td>Could use more visuals</td>
<td>No visuals</td>
</tr>
<tr>
<td></td>
<td>Displays high regard for internship</td>
<td>Doesn’t effectively showcase pride and respect for internship site</td>
<td>Exhibits little to no regard for internship site</td>
</tr>
</tbody>
</table>
Fall 2015 PSYC 389 Assignment Calendar

*all assignments must be submitted (uploaded on ELMS) by 11:59 pm on the scheduled due date

Monday, August 31         First Day of Class
Friday, September 11      “Did You Read The Syllabus Quiz?”
Friday, September 11      Introductory Post due
Friday, September 11      Review and sign Professional Expectations Agreement
Friday, September 18      Post and respond to Discussion Forum #1 Questions
Friday, September 18      “Experiential Learning Theory Quiz”
Friday, September 25      Reflection Journal #1 due
Friday, October 9         Professional Organization Survey due
Friday, October 16        Post and respond to Discussion Forum #2 Questions
Friday, October 23        Reflection Journal #2 due
Friday, October 23        Mid-Semester Performance Appraisal due
Friday, October 23        Mid-Semester Class Participation Points Assigned
Friday, November 6        CCAR Accomplishment Writing Exercise due
Friday, November 13       Post and respond to Discussion Forum #3 Questions
Friday, November 20       Rough Draft Commercial due
Wednesday, November 25    Internship KSA Evidence Portfolio due
Friday, December 4        Post and respond to Discussion Forum #4 Questions
Friday, December 4        Reflection Journal #3 due
Friday, December 11       Final Performance Appraisal due
Friday, December 11       Final Commercial due
Friday, December 11       Final Class Participation Points Assigned