

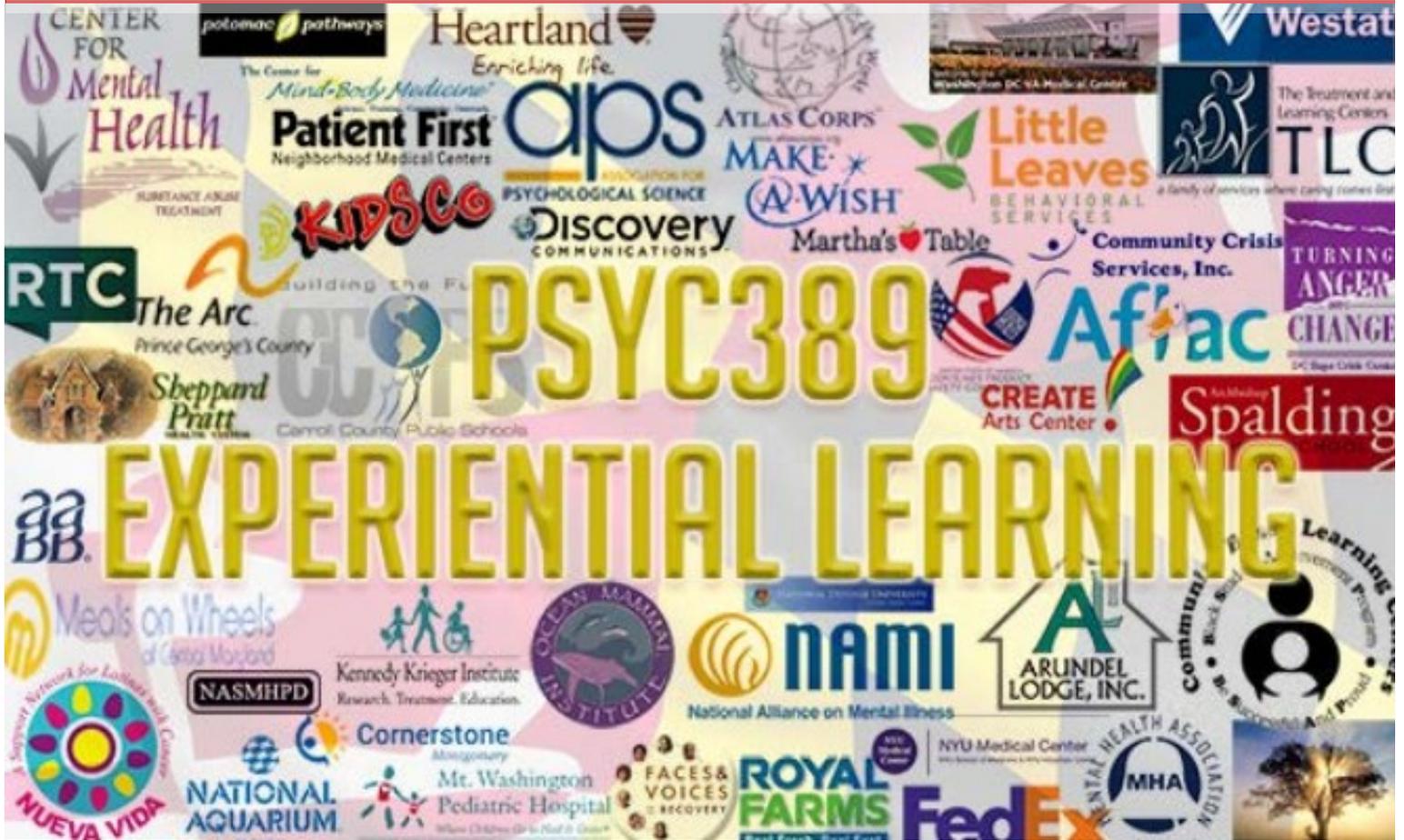


DEPARTMENT OF

Psychology

BE UNDERSTOOD

PSYC 389 EXPERIENTIAL LEARNING



Fall 2016

Course Syllabus

Instructor: Steve Young

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University of Maryland, Department of Psychology, Office of Undergraduate Studies,
1121 Biology-Psychology Building



Course Description

PSYC 389 is a course through which undergraduate psychology majors can earn academic credit for a professionally supervised internship experience. This course is administered entirely online through the ELMS Canvas Online Learning Management System and provides students with the opportunity to reflect upon 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 and graduate schools are also key components of the course. The culminating assessment for the course is a three-part Internship Poster Project where the student demonstrates through internship tasks, activities, and events how they have acquired specific knowledge, skills, and abilities they can then market to an employer or graduate school. All in all students should expect to spend 2-3 hours per week completing course assignments online through ELMS in addition to the regular weekly hours of practicum work at their internship site.

INSTRUCTOR INFORMATION

Mr. Steve Young, M. Ed.

Office Hours: by appointment

University of Maryland

Department of Psychology

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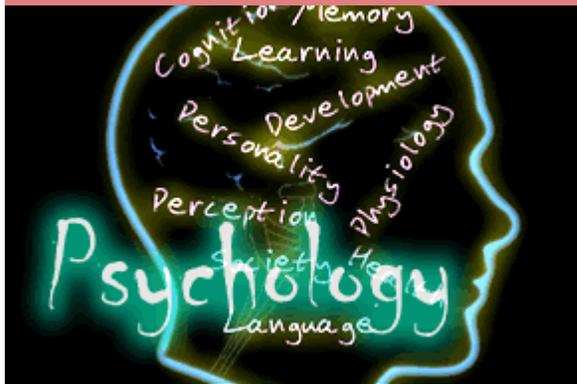
Photo/Video

Release Form

Any photos or videos used in your assignments for this course 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 or at <http://go.umd.edu/psycphotorelease>

Learning Outcomes

- Acquire a solid understanding of one career area or field 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 Poster Project"
- Develop skills for effectively discussing internship accomplishments within a behavioral/situational interview context
- 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
- Gain an increased understanding of what Experiential Learning is and the questions to explore in the effective reflection and processing of one's internship



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. To earn full credit for this assignment you must respond to at least two of your classmates

posts. **50 points**

Experiential Learning Theory Quiz

Review the PSYC 389 Experiential Learning Guide and articles under Module #5 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, September 30. The Quiz will be made available on Canvas on Friday, September 23 at 12:00 am.



50 Points

Site Supervisor Performance Appraisals

The professional site supervisor at your internship site will be asked to complete a mid-semester and final evaluation on your performance as an intern. The results of these evaluations will be calculated into the class participation points you earn in this course.

Your site supervisor will be emailed a link for completing both the mid-semester and final performance appraisals. You will be evaluated on the following criteria:

- Quality of Work
- Efficiency
- Professionalism
- Reliability
- Initiative/Motivational Level
- Communication Skills
- Teamwork
- Problem Solving Skills
- Work Ethic
- Leadership



Reflection Journals

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 2016 Reflection Journal #

Reflection Journal #

Accomplishment Writing Exercise

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 one 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 Week #9 course module.

100 Points

Goal Setting and Tracking Chart

For this assignment you will go to the following link <http://go.umd.edu/psyc389goalsetting> and complete the chart listing six goals you hope to accomplish, the specific steps you will take toward accomplishing each goal, and a targeted completion date for each goal. This assignment is ongoing throughout the semester following the check in/progress points listed below:

-Friday, September 16 submit Goal Setting Plan. This should include two Outcome Goals and four Process Goals you will work toward achieving. Also include estimated time bound dates for completing each goal. 25 Points

-Friday, October 7 re-submit original Goal Setting Plan with specifics as to how you are progressing with fulfilling both your Process and Outcome Goals. 25 Points

-Friday, November 4 re-submit original Goal Setting Plan with specifics as to how you are progressing with fulfilling both your Process and Outcome Goals. 25 Points

-Friday, December 2 Final Goal Setting Plan outlining what outcome goals were achieved and information as to how and why goals were or were not achieved. 25 Points

100 points



Important Links/Websites for this course

Internship Poster Assignment STEPS and Instructions

<http://go.umd.edu/posterhelp>

Internship Poster Template

<http://go.umd.edu/internpostertemplate>

Department of Psychology Photo Release

<http://go.umd.edu/psycphotorelease>

Internship Goal Setting and Tracking Chart

<http://go.umd.edu/psyc389goalsetting>

PSYC 389 Experiential Learning Guide

<http://go.umd.edu/explearningguide>

Intern Professional Expectations Agreement

<http://ter.ps/internrules2>



Code of Academic Integrity

Definitions:

ACADEMIC DISHONESTY: any of the following acts, when committed by a student, shall constitute academic dishonesty:

- (1) CHEATING: intentionally using or attempting to use unauthorized materials, information, or study aids on any academic exercise.
- (2) FABRICATION: intentional and unauthorized falsification or invention of any information or citation on an academic exercise.
- (3) FACILITATING ACADEMIC DISHONESTY: intentionally or knowingly helping or attempting to help another violate any provision of the Code of Academic Integrity.
- (4) PLAGIARISM: intentionally or knowingly representing the words or ideas of another as one's own in an academic exercise.

The entire UMD Code of Academic Integrity can be found: <http://www.president.umd.edu/policies/docsIII-100A.pdf>



What Your Grade is based on and NOT based on in this course

It is important to emphasize that your grade in PSYC 389 is NOT based on how hard you work at your internship site. Although this is of great value, non-academic factors such as the amount of time and energy you put into your internship DO NOT have any weight in terms of your PSYC 389 course grade. Your grade in this course is based on the quality and timely completion of the course assessments along with your ability to demonstrate through the reflection and processing activities that experiential learning has taken place.

ELMS Weekly Course Modules

Weekly Modules have been created for this course that contain important resources and assignment information. A weekly module runs from Monday through Sunday. The majority of modules are locked until the Friday before an assignment is due. For example, if an assignment is due on Friday, September 16th @ 11:59 pm the module containing the specifics regarding this assignment will unlock and become available at 12:00 am on Friday, September 9th. Some modules are available at the start of the course since they contain information that needs to be shared earlier on to allow students to effectively plan for completing an assignment (i.e. Internship Poster). **Assignment are always due at 11:59 pm on the assigned due date.** Each weekly module contains the assignments, readings, and resources relevant to that particular week.



A Note About Discussion Forums

Perhaps the best aspect of this course is the opportunity to learn about your classmates' internship experiences. This is best achieved through four discussion forums where you will be asked to share your thoughts, insights, and experiences on a host of internship related topics. Discussion Forums typically open a week prior to the posting deadline on ELMS. You are expected to post quality reflections that promote discussion and encourage further thought and dialogue amongst your classmates. It is highly recommended that students post at least 48 hours before the deadline to allow adequate time for your peers to respond to your post. Discussion Forum Guidelines:

- Post in a quality and timely manner
- Respond to at least two of your classmates posts
- Be respectful and do not engage in destructive language or dialogue
- Offer support and guidance to peers in terms of managing specific internship challenges and tasks

Earning Class Participation Points

Mid-Semester Class Participation Points You will earn and accumulate up to a maximum of 100 mid-semester class participation points in this course. Generally speaking, your class participation will be assessed utilizing the following criteria:

- Timely and Quality Completion of Assignments
- Active participation (postings) in the Discussion Forums in terms of the quality and quantity of postings
- High mid-semester performance evaluation ratings from your site supervisor

The breakdown of your Mid-Semester Class Participation Grade is as follows:

Total = 100 Points

- Completion of "Did You Read The Syllabus Quiz?" **5 Points**
- Post "Introductory Post" on ELMS addressing ALL three items by assigned deadline **5 Points**
- Quality and Timely Submission of Goal Setting and Tracking Chart **10 Points**
- Read and sign "Professional Expectations Agreement" on ELMS by assigned deadline **10 Points**
- Post in "Discussion Forum #1" including at least two responses to classmates posts by assigned deadline **20 Points**
- Completion of "Experiential Learning Quiz" (including quality responses to short answer questions) by assigned deadline **10 Points**
- Quality and Timely Submission of Goal Setting and Tracking Update #1 **10 Points**
- Quality and Timely submission of Reflection Journal #1 **10 Points**
- Post in "Discussion Forum #2" including at least two responses to classmates posts by assigned deadline **10 Points**
- Quality and Timely Submission of Accomplishment Writing Exercise **10 Points**

Overall Class Participation Points You will earn and accumulate up to a maximum of 100 overall class participation points in this course.

The breakdown of your Overall Class Participation Grade is as follows:

Total = 100 Points

- Discussion Forum Posts **80 Points**
- Timely and Quality Completion of Assignments **10 Points**
- High performance evaluation ratings from your site supervisor **10 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 16 and will be made available beginning August 29 at 8:00 am. It is open note so you may reference the syllabus in responding to the Quiz items.

50 points

Learning Accommodations

If you qualify for and require specific academic accommodations please provide me with the appropriate documentation from DSS during the first week of the semester <http://counseling.umd.edu/>



Grading Rubric for Internship Virtual Poster Presentation

Criteria	Excellent	Average	Poor
Content 25%	<ul style="list-style-type: none"> -covers all content areas as stated on page 8 of syllabus -no misspellings or grammatical errors -includes multiple practical applications to psychology 	<ul style="list-style-type: none"> -missing two content areas -content is rather vague and does not speak to the uniqueness of internship experience -includes 1 or 2 applied practical applications to psychology 	<ul style="list-style-type: none"> -missing more than two content areas as stated on page 8 of syllabus -variety of misspellings and grammatical errors -no applied or practical applications to psychology
Presentation and Delivery 25%	<ul style="list-style-type: none"> -is communicated in a clear and articulate manner -no slang or filler phrases such as “um”, “like”, or “you know.” 	<ul style="list-style-type: none"> -lacks professional feel and energy/passion for internship -some “ums” and filler phrases -doesn't fully capture audience's attention 	<ul style="list-style-type: none"> -very inarticulate communication of information -narration is monotone and does not convey enthusiasm or energy -dull; fails to sustain interest of audience
Style and Design 25%	<ul style="list-style-type: none"> -text is clear and to the point -effective use of graphics, color, and fonts -consistent and clean layout 	<ul style="list-style-type: none"> -haphazard use of graphics/visuals -graphics are not congruent poster content -layout lacks consistency (i.e. use of differing fonts) 	<ul style="list-style-type: none"> -poster lacks graphics and color -text is messy and not easy to read -layout does not include acknowledgements, your name, and institutional affiliation
Overall Effect 25%	<ul style="list-style-type: none"> -poster effectively showcases internship experience -poster communicates a high level of professionalism, pride, and respect 	<ul style="list-style-type: none"> -poster does not effectively -poster is lacking somewhat in terms of professional appeal 	<ul style="list-style-type: none"> -poster lacks substance and content -poster shows little to no professional appeal -poster communicate low regard for internship
TOTAL POINTS	100	75	50

Internship Poster Design Guidelines

Poster Content:

- Name of your internship organization and location
- How you found the internship
- Describe your organization's mission
- Examples of projects/tasks you performed
- How psychology was practiced in the internship
- How this internship has impacted the next stage (s) of your life: Graduate School, Career Path

Poster Layout and Design:

- Text is clear and to the point
- Use of bullets, numbering, and headlines make it easy to read
- Effective use of graphics, color and fonts
- Consistent and clean layout
Includes acknowledgments, your name and institutional affiliation

Poster Presentation and

Delivery:

- Appearance, expression, voice, and posture are professional in nature
- Ability to capture the audience's attention
- Clear and articulation communication of information (i.e. no ums or filler phrases such as "like" and "you know")

Specific Poster Instructions can be found at this link:

<http://go.umd.edu/posterhelp>



Internship Virtual Poster Design and Presentation

For this assignment you will create a 5 minute Internship Poster Presentation Video showcasing your internship site and the functions you performed while an intern. This is an opportunity for you to present, reflect, and inform the psychology department community about your internship experience. You should use standard poster board size 22" X 28" and fill one side for this assignment. There are three parts to this assignment for which you will be graded:

#1: Internship Poster Template: You will download the template at the following link <http://go.umd.edu/internpostertemplate> and create a mini-version of your poster for submitting electronically on Canvas. 100 Points

#2 Internship 22"X28" Poster: This is the actual Poster you will use in presenting your Internship Virtual Poster Session. You will take and upload a full-scale photo/image of your poster and submit it on Canvas. 100 Points

#3 Poster Video Presentation: This is your 5 Minute Virtual Poster Presentation in which you will, in a professional manner, showcase your internship site and experience. You will upload your Virtual Poster presentation on Canvas 100 Points

FALL 2016 PSYC 389 Assignment Calendar

Monday, August 29	First Day of Class	Assignments must be submitted on ELMS by 11:59 pm on the due date.
Friday, September 16	“Did You Read The Syllabus Quiz?”	
Friday, September 16	Introductory Post due	
Friday, September 16	Goal Setting and Tracking Chart	
Friday, September 16	Review and sign Professional Expectations Agreement	
Friday, September 23	Post and respond to Discussion Forum #1 Questions	
Friday, September 30	“Experiential Learning Theory Quiz”	
Friday, October 7	Goal Setting and Tracking Chart Update #1 due	
Friday, October 14	Reflection Journal #1 due	
Friday, October 21	Post and respond to Discussion Forum #2 Questions	
Friday, October 28	Accomplishment Writing Exercise due	
Friday, November 4	Mid-Semester Class Participation Points Calculation	
Friday, November 4	Mid-Semester Performance Appraisal due	
Friday, November 4	Goal Setting and Tracking Update #2 due	
Friday, November 11	Reflection Journal #2 due	
Friday, November 18	Post and respond to Discussion Forum #3 Questions	
Friday, December 2	Goal Setting & Tracking Final Update	
Friday, December 9	Reflection Journal #3	
Friday, December 9	Post and respond to Discussion Forum #4 Questions	
Monday, December 12	Final Performance Appraisal due	
Monday, December 12	Overall Class Participation Points Calculation	
Monday, December 12	Internship Virtual Poster Design and Presentation due	

Submitting Assignments and Late Assignment Policy

All assignments are to be submitted on the ELMS PSYC 389 Course Site. Emailed and hard copy format assignments will not be accepted. **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.

Assignment Make-Up Policy

No missed assignments can be made up unless the student provides written documentation of a health related issue (Doctor's note), a religious observance, a university sanctioned event or activity for which the student must attend, or an extenuating family circumstance. Every effort should be made to contact the instructor prior to the assignment due date for approval to be granted for making up the assignment.

Grading Scale and Assessment Point Values

- A+ 100%-97%
- A 96.9%-94.0%
- A- 93.9%-90.0%
- B+ 89.9%-87.0%
- B 86.9%-84.0%
- B- 83.9%-80.0%
- C+ 79.9%-77.0%
- C 76.9%-74.0%
- C- 73.9%-70.0%
- D+ 69.9%-67.0%
- D 66.9%-64.0%
- D- 63.9%-60.0%
- F 59.9%-0.0%

Ending Your Internship Right

- How do you wish to thank your site supervisor and other staff who have contributed to your success as an intern?
- When might you be able to sit down with your site supervisor to obtain some feedback on your performance as an intern? Both good and not so good.
- How you might go about asking for a letter of recommendation?
- How do you plan to keep in touch with your internship site?



ASSESSMENT	POINT VALUE	% of Final Grade
Did You Read The Syllabus Quiz	50	5%
Introduction Post	50	5%
Experiential Learning Theory Quiz	50	5%
Reflection Journals (3)	50 each (150 points total)	15%
Goal Setting and Tracking Chart (4 submissions and updates)	100	10%
Mid-Semester Class Participation	100	10%
Accomplishment Writing Exercise	100	10%
Internship Poster Project	300	30%
Overall Class Participation	100	10%
TOTAL POSSIBLE POINTS	1000	100%