

The Undergraduate Psychology Program
University of Maryland



PSYC 386 (Experiential Learning) Information Guide

This guide accompanies the Psyc386 Contract which can be downloaded at:
<http://www.bsos.umd.edu/psyc/undergraduate/386Contract.pdf>

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Introduction

The University of Maryland prides itself on providing all students with an enriched and challenging educational experience through a variety of learning opportunities. While many of these opportunities occur in the classroom, research has shown that active, engaged students benefit significantly from activities such as participation in registered student organizations, honor societies, study abroad programs, and internships. To this end, the Psychology Department has established Psyc386, an experiential learning program.

The Washington Area is rich in a variety of high quality agencies involved in psychological research and practice. These include research organizations, training and service-delivery agencies, and institutions involved in legal, policy, and legislative concerns that intimately affect the psychological well-being of the nation. Opportunities for field experiences exist in all areas of psychology.

Working with psychologists and related professionals in these settings can be a source of considerable enrichment for you. You can apply your classroom learning, test out your interests and skills in psychology, and receive training in a specialized aspect of psychology which is not available on campus.

Course Description

Psyc386 consists of three major tasks. First, you work in one of three types of closely supervised placements (research, service-delivery, or public policy). Second, you write a major paper on the theory and research that underlies the placement work. Finally, you attend all classes, lectures, and teacher conferences which are set up for the course.

Students are expected to spend weekly hours at his/her placement (see next paragraph) and one to two hours reading relevant background material. In addition students must allot time for writing the paper.

Psyc386 can be taken for 1 to 6 credits. For every credit, you should plan to be at your internship 45 hours.

Course Prerequisites

Prerequisites for Psyc386: at least 3 courses in psychology. In addition, the student must have a psychology GPA of 3.0 and an overall GPA of 2.8. Priority for Psyc386 is given to Psychology Majors.

This course *cannot* be taken more than once in the Psychology Department.

Registration for Psyc386 requires permission of the course instructor (listed on testudo). You will need the course instructor signature on your Psyc386 Contract.

Psyc386 Contracts are available in the Undergraduate Psychology Office (1107 BPS) or online at: <http://www.bsos.umd.edu/psyc/undergraduate/386Contract.pdf>

Psyc386 does NOT count towards the minimum 35 credits required in psychology, but it does count towards the overall number of University-required credits.

Finding a Placement

It is up to students to find an internship for Psyc386. Sources for internships include:

- The Psyc386 instructor (listed on testudo)
- The Career Center. (3100 Hornbake Library, South Wing; www.careercenter.umd.edu)
- The Psychology Undergraduate Office (1107 Biology-Psychology).
- Psychology faculty members
- Your personal contacts

It is suggested that you search for an internship in the semester prior to the one in which the course is taught. The setting up of arrangements must be made far enough in advance for the details to be in place when the course begins.

Steps and Timeline for Psyc386 Credit

Prior to the semester you wish to receive Psyc386 credit:

1. Read the Psyc386 Guide.
2. Find an Internship Site. It is the student's responsibility to make sure there is a workable arrangement with the agency and develop with the instructor an appropriate learning contract.
3. Meet with the Psyc386 course instructor (listed on testudo) who will review the particulars and decide whether the placement will meet the course goals. The instructor will also evaluate the adequacy of the supervision. *All placements must provide weekly supervision by a knowledgeable staff person.*
 - a. You should also find out whether a faculty sponsor is required for your internship.
4. Fill out the Psyc386 Contract. This includes:
 - a. Filling out the form completely
 - b. Attaching detailed answers to the "Description of Internship" Questions
 - c. Attaching an unofficial transcript
 - d. Obtaining the necessary signatures.
5. Turn in copies of your complete Psyc386 Contract (*the deadline for submission is 10am on the last day of schedule adjustment*)
 - a. Copies should be turned in to the Undergraduate Psychology Office (1107 BPS), your site supervisor, the course instructor/faculty sponsor
6. Register for Psyc386

In the semester you receive Psyc386 Credit

1. Complete the Psyc386 Course requirements outlined in the syllabus
2. Complete the Mid-term and Final Evaluations
3. Have your site supervisor complete the Mid-term and Final Evaluations

Additional Steps for International Students

International Education Services (IES)

1. Take I-20, PSYC386 learning contract, job description, offer letter (with start and end dates, and number of hours you will work per week) to your IES coordinator
2. Meet with IES coordinator to fill out curriculum practical training (CPT) paperwork

Advice for Filling out the Psyc386 Contract

Questions you may wish to consider when answering questions about your learning objectives (Question 3 on the Psyc386 Contract)

- What do you expect to do in this internship (include your duties, hours worked, others involved in the job, the reason to do it, the skills needed to do it, and the types of resources you will use to do it)?
- What skills, knowledge, and personal attributes will help you get the most from your internship?
- What do you expect to learn from the internship experience?
- How might this new knowledge be useful in the future?

Appendix: Evaluations

This section includes the evaluation forms required for Psyc386.

Psyc 386 - Student Mid-Term Evaluation

(This form is to be used by students to evaluate their internship experience)

Please Type or Print Clearly

STUDENT INFORMATION		Today's Date	
Name (Last, First)		SID Number	

INTERNSHIP SITE

Name of Placement			
Address			
City, State, Zip Code			
Site Supervisor Name		Title	
E-Mail Address			
Phone Number			

INTERNSHIP EVALUATION

This internship thus far...

	Poor				Excellent
Meets my expectations	1	2	3	4	5
Is helping me grow as a professional	1	2	3	4	5
Enhancing the study of my major	1	2	3	4	5
Helping me grow as a person	1	2	3	4	5
Helping me decided on next career step	1	2	3	4	5
Influencing my values positively	1	2	3	4	5
Provides experience that may help me get a job	1	2	3	4	5
Provides access to a network that may help me get a job	1	2	3	4	5

If any of the above received a "1" or "2" rating, please provide a brief explanation.

Do you give permission to share this evaluation with your site supervisor?

Yes

No

Please use the back for any additional comments you may have.

Psyc 386 - Student Final Evaluation

(This form is to be used by students to evaluate their internship experience)

Please Type or Print Clearly

STUDENT INFORMATION

	Today's Date	
Name (Last, First)	SID Number	

INTERNSHIP SITE

Name of Placement			
Address			
City, State, Zip Code			
Site Supervisor Name		Title	
E-Mail Address			
Phone Number			

INTERNSHIP EVALUATION

This internship...

	Poor				Excellent
Met my expectations	1	2	3	4	5
Helped me grow as a professional	1	2	3	4	5
Enhanced the study of my major	1	2	3	4	5
Helped me grow as a person	1	2	3	4	5
Helped me decided on next career step	1	2	3	4	5
Influenced my values positively	1	2	3	4	5
Provided experience that may help me get a job	1	2	3	4	5
Provided access to a network that may help me get a job	1	2	3	4	5

If any of the above received a "1" or "2" rating, please provide a brief explanation.

Were you offered a job at your internship site? Yes No Maybe

Is this a good site for a future intern? If no, why not? Also, please list any other contacts.

Do you give permission to share this evaluation with your site supervisor? Yes No

Please use the back for any additional comments you may have.

Experiential Learning - Site Supervisor Mid-Term Evaluation

Thank you for your sponsorship of this intern. In order to evaluate this student's performance for grading purposes, please complete and return this form by _____.

If you permit, the information you provide will also be shared with the intern as one feedback tool in a debriefing session at the end of the program.

GENERAL INFORMATION		Today's Date	
Intern Name (Last, First)			
Evaluator Name/Title			
Evaluator E-mail address			
Evaluator Phone Number			
Dates of Internship			
# of hours worked per week			

INTERN EVALUATION

Please evaluate the intern with responses to the following:

1. How is the intern doing?

2. Are you satisfied with the intern's performance? Yes No

3. What areas of improvement are needed from the intern?

4. What is the intern's overall performance thus far?

Excellent Good Satisfactory Poor Unsatisfactory

Do you give permission to share this evaluation with the student? Yes No

Signature of Evaluator Date

Please return this for by _____ to:

Dr. Katherine Russell
Director, Undergraduate Psychology Office
1107 Biology-Psychology Building
University of Maryland
College Park, MD 20742
Russell@psyc.umd.edu
Fax: 301-314-9566

Experiential Learning - Site Supervisor Final Evaluation

Thank you for your sponsorship of this intern. In order to evaluate this student's performance for grading purposes, please complete and return this form by _____.

If you permit, the information you provide will also be shared with the intern as one feedback tool in a debriefing session at the end of the program.

GENERAL INFORMATION		Today's Date	
Intern Name (Last, First)			
Evaluator Name/Title			
Evaluator E-mail address			
Evaluator Phone Number			
Dates of Internship			
# of hours worked per week			

INTERN EVALUATION

Please evaluate the intern in the following areas by inserting a number between 0 and 5 where:

0=No opportunity to observe

3=Neither agree or disagree

1=Strongly disagree

4=Agree

2=Disagree

5=Strongly Agree

- 1 _____ The intern arrived at work (or related events) on time.
- 2 _____ The intern fulfilled all assignments and obligations in a timely manner.
- 3 _____ The intern's overall work habits were efficient.
- 4 _____ The intern performed well his/her work without complaint.
- 5 _____ The intern was an important part of the office/organization.
- 6 _____ The intern sought additional work/assignments.
- 7 _____ The intern exercised initiative and restraint when appropriate.
- 8 _____ The intern possessed good written communication skills.
- 9 _____ The intern possessed good oral communication skills.
- 10 _____ The intern was resourceful in completing assignments.
- 11 _____ The intern was confident in his/her ability.
- 12 _____ The intern accepted supervision/constructive criticism well.
- 13 _____ The intern worked well with others.
- 14 _____ The intern worked well alone.
- 15 _____ The intern inspired trust on the part of others.
- 16 _____ The intern was reliable and dependable.

Continued on next page

INTERN EVALUATION (con't)

Please evaluate the intern with responses to the following:

1. What strengths does the intern possess?

2. What are the intern's weaknesses? / What areas of improvement are needed from the intern?
Please provide an example.

3. Would you want this individual to serve as an intern in your organization in the future? Why or why not?

4. Are you satisfied with the intern's performance? Yes No

5. Please check the term which you believe best characterizes the intern's overall performance?
 Excellent Good Satisfactory Poor Unsatisfactory

Do you give permission to share this evaluation with the student? Yes No

Signature of Evaluator Date

Please return this for by _____ to:
Dr. Katherine Russell
Director, Undergraduate Psychology Office
1107 Biology-Psychology Building
University of Maryland
College Park, MD 20742
Russell@psyc.umd.edu
Fax: 301-314-9566