



PSY 499: Practicum in Psychology

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Objectives and Attendance

This practicum is designed to help you gain experience in psychologically related, "real world" positions. This course is designed to do more than simply place you in a position or job. Instead, it is specifically designed to integrate your academic, "book" learning with experiences outside the classroom.

Each of you has signed a contract with me. A schedule is enclosed that describes the specific requirements and deadlines. The purpose of this policy is to make sure the practicum is progressing, that you're getting the required supervision, and that you are mindful of deadlines. The contact counts only if it is during the interval specified on this policy statement. In other words, don't be late!

There are several parts to this practicum, all of which must be completed for full credit.

REQUIRED HOURS

Depending on the number of credit hours you are receiving, you must complete the following hours onsite:

- One credit hour equals 45 onsite hours.
- Two credit hours equals 85 onsite hours.
- Three credit hours equals 125 onsite hours.
- Four credit hours equals 170 onsite hours.

If you do not complete the required onsite hours, you will receive an incomplete until you do complete them.

Supervisor Evaluation

45% of your grade (45 points) is based on the supervisor's evaluation of your performance. It is your responsibility to remind your supervisor to complete your evaluation. Different supervisors

evaluate students in different ways. I do not often get complaints from supervisors, but a complaint we have heard several times is that students do not show enough initiative. Supervisors sometimes feel students too often sit back and wait to be told what to do. Obviously, you have to work within the constraints imposed by your supervisors. However, use this practicum to explore ideas and techniques you have only barely considered.

Ask your supervisors what they would suggest you do to learn more. Ask your supervisors what they want you to do when the work is not obvious, or there is a downtime. A less busy time at the practicum site does not mean there is nothing to do. Instead, it is an opportunity to learn something new. Take the opportunity!

A second problem we have sometimes had is students who "disappear" from the practicum for a few days or a week or two. The student sometimes assumes this is acceptable because the student has exams or feels there is not enough work to do at the practicum site. In this respect, the practicum should be treated like a job. It is your responsibility to arrange "time off" with your supervisor. Your supervisor should be able to expect from you the same courtesy and responsibility the supervisor can expect from an employee.

The supervisor cannot work you more hours than is agreed upon in your contract, and the practicum hours cannot interfere directly with your class and lab time on campus. However, within the allocated hours, the supervisor can expect that you act similarly to an employee.

Journal Entries

24% of your grade (24 points) is based on your journal. Your journal serves as a personal reaction to your practicum experience. Do more than simply describe your activities. Instead, give me a sense of what you have learned from your experience, and how you have reacted to your experience. Integrate your classes and other academic experiences with your practicum. You should have **a journal entry for each week** you are at the practicum site. Each entry should be dated and include the number of hours the entry covers. I evaluate the journal based on completeness and individual involvement, rather than as an academic term paper or essay assignment. I read it, but do not grade you on whether your views are accurate or not, or whether I agree with your views.

In order to count your hours for each week, you must turn in your journal by Sunday (11:59PM) of each week during the semester. If your journal is late for that week and this happens more than once, you still must complete the journal, but you will receive half credit. If you are not at your practicum site for a week, still submit a journal just letting me know you were not there that week and I will give you credit for that week.

Use the following link to submit your journal:

<https://forms.office.com/Pages/ResponsePage.aspx?id=5DDYyk9VYUO65chlIz-3f-tZ41rrtW9ArftwDdqDokhURVI5NDc3RFhNQjhQQkIRSvRXWEIWTk8wWi4u>

Journal Requirements

Journals will be submitted utilizing the web form link provided above. Remember that these are due each week by 11:59 on the Sunday of that week.

Each Journal Entry will include the following:

- Dates and number of hours for this entry
- Number of hours completed total
- If you are on schedule to complete your hours
- Whether you have had any problems or concerns and if such problems need my attention
- Whether, in your opinion, your on-site supervisor is giving you sufficient attention and supervision
- At least 250 words describing what you did on-site and what you are learning, including how your practicum relates to your academic work

Integrative Paper

25% of your grade (25 points) is based on your paper. This paper is an integration of academic knowledge with the practical experience obtained through your practicum.

You should adopt the role of a consultant to your practicum site. Find the required number of articles in professional journals. Relate these articles to your practicum. These articles can relate to the population of clients, the methods or treatments used, or the organizational structure, among other things. Are there things you find in the literature that could be applied to your practicum site? Is there anything in the literature that would help your practicum site provide better services? Try to think of ways in which your articles apply directly to your practicum site. There should be a theme to the articles. Thus, your paper should consider an aspect or population concerning your practicum site rather than five completely different aspects or populations at your practicum.

Internet references do not replace journals. The internet is obviously a valuable resource, but there is one great problem with the internet. Information can be placed on the internet by anyone, which means the accuracy of the information may be in doubt. For this class, you need to find complete journal articles, and not just abstracts. Your paper should be typed and double-spaced.

Paper Requirements

If you are taking this course for:

- One credit hour, then you will not have an integrative paper requirement.
- Two credit hours, then your paper should be 4-6 page and include at least 3 references.
- Three credit hours, then your paper should be 6-8 pages and include at least 5 references.

- Four credit hours, then your paper should be 8-10 pages and include at least 7 references.

Log Sheet

You should submit a final log or time sheet. You can use the log provided by me or you can create your own. You and your supervisor should sign the log sheet at the completion of your practicum. The signed log sheet is due prior to finals week or after you have completed your hours. It is worth three points.

Do not turn in your log sheet until all of your hours have been completed. If the signed log sheet is not turned in, you will receive an incomplete until it is turned in.

Grading:

A = 93% and above	C+ = 77-79%
A- = 90-92%	C = 73-76%
B+ = 87-89%	D+ = 67-69%
B = 83-86%	D = 60-66%
B- = 80-82%	F = Less than 60%

Policy Statements

DROP POLICY

It is your responsibility to understand the University's procedure for dropping a class. If you stop attending this class but do not follow proper procedure for dropping the class, you will receive a failing grade and will also be financially obligated to pay for the class. For information about dropping a class or withdrawing from the university, contact the Office of the Registrar at 836-5520.

NONDISCRIMINATION POLICY

Missouri State University is an equal opportunity/affirmative action institution, and maintains a grievance procedure available to any person who believes he or she has been discriminated against. At all times, it is your right to address inquiries or concerns about possible discrimination to the Office for Institutional Equity and Compliance, Park Central Office Building, 117 Park Central Square, Suite 111, 417-836-4252. Other types of concerns (i.e., concerns of an academic nature) should be discussed directly with your instructor and can also be brought to the attention of your instructor's Department Head. Please visit the OED website at www.missouristate.edu/equity.

DISABILITY ACCOMMODATION

If you are a student with a disability and anticipate barriers related to this course, it is important to request accommodations and establish an accommodation plan with the University. Please contact the Disability Resource Center (DRC) (www.missouristate.edu/disability), Meyer Library, Suite 111, 417-836-4192, to initiate the process to establish your accommodation plan. The DRC will work with you to establish your accommodation plan, or it may refer you to other appropriate resources based on the nature of your disability. In order to prepare an accommodation plan, the University usually requires that students provide documentation

relating to their disability. Please be prepared to provide such documentation if requested. Once a University accommodation plan is established, you may notify the class instructor of approved accommodations. If you wish to utilize your accommodation plan, it is suggested that you do so in a timely manner, preferably within the first two weeks of class. Early notification to the instructor allows for full benefit of the accommodations identified in the plan. Instructors will not receive the accommodation plan until you provide that plan, and are not required to apply accommodations retroactively.

RELIGIOUS ACCOMMODATION

The University may provide a reasonable accommodation based on a person's sincerely held religious belief. In making this determination, the University reviews a variety of factors, including whether the accommodation would create an undue hardship. The accommodation request imposes responsibilities and obligations on both the individual requesting the accommodation and the University. Students who expect to miss classes, examinations, or other assignments as a consequence of their sincerely held religious belief shall be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious observances on which they will be absent by submitting a *Request for Religious Accommodation Form* to the instructor by the end of the third week of a full semester course or the end of the second week of a half semester course.

MENTAL HEALTH AND STRESS

As a student you may experience a range of personal issues that can impede learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance and may reduce your ability to participate in daily activities. You can learn more about free and confidential Missouri State University Counseling Center services available to assist you at counselingcenter.missouristate.edu.

TITLE IX POLICY

Missouri State University has a Title IX policy that guides our response to instances of sexual violence. Sexual Violence includes: Rape, Sexual Assault, Sexual Misconduct, Sexual Discrimination, Domestic Violence, Dating Violence, Stalking, Sexual Harassment and Pregnancy issues. The Title IX policy can be located on the MSU Title IX website at www.missouristate.edu/titleix. This website is also a good resource for any questions or issues involving Title IX and contains contact information for the MSU Title IX Office and staff. Read an [overview of the Title IX office](#).

If an MSU student discloses a Title IX related issue to a MSU faculty or staff member who is deemed to be a "Responsible Employee" under the policy, that faculty or staff member is required to report such disclosure to the Title IX Coordinator. A responsible employee includes any employee who has the authority to take action to redress sexual violence; who has been given the duty of reporting incidents of sexual violence or any other misconduct by students to

the Title IX Coordinator or other appropriate school designee; or whom a student could reasonably believe has the authority or duty to take action. Magers Health and Wellness Center employees and MSU Counseling Center Clinicians are not considered to be Responsible Employees under the policy, and therefore, are not required to report Title IX issues to the Title IX Coordinator.