

Internship PSYC-499

PSYC-499

? Meeting Times

? Contact Information

Email: [\[username\]@liberty.edu](mailto:[username]@liberty.edu)

Office: Office Location

Phone: xxx-xxx-xxxx

Office Hours

Office Hours

Office Location

? Course Description

The student will enhance their knowledge of psychology through experience-based learning opportunities. This course will prepare the student to transition to a human services career.

Requisites

2.00+ overall GPA, Senior Status, 18 credits of PSYC coursework successfully completed, suitable internship site, and completed Student Internship Agreement (SIA)

? Rationale

The course provides direct experience in helping persons with special needs, enhances awareness of the responsibilities and skills needed for professional employment in the psychological services, and requires a synthesis of human development in spiritual, social, emotional, and cognitive behavior patterns. An understanding of the behavior and learning potential of clients who are different in some way can be an effective tool for intrapersonal and interpersonal Christian growth.

? Measurable Learning Outcomes

Upon completion of this course the student will be able to:

1. Evaluate the integration of faith and practice within a "real world" internship experience
2. Apply psychological explanations to observed behavior patterns in a "real world" setting.
3. Identify relevant behavior patterns within the context of an internship.
4. Demonstrate competence in an applied setting related to the field of psychology.

5. Analyze the complexity of socio-cultural and international diversity.

? Course Resources

Publication Manual of the American Psychological Association

Author: American Psychological Association
Publisher: American Psychological Association
Edition: 7th
ISBN: 978-1433832178
Availability: Campus Bookstore

This textbook is required for all psychology classes and is used as the formatting textbook for most assignments.

? Course Assignments

Checklist: Course Requirements Checklist (10 pts)

Each student is to complete this checklist to assure attendance in the course.

Internship Hours: Internship Log Draft (50pts)

The student will maintain a log of hours for the internship. The log will include both start and end times for each time block served at the internship. This draft provides the opportunity for you to ensure you are maintaining your log with the appropriate amount of detail. Students will continue maintaining the log throughout the semester before submitting the Final Internship Log assignment

Internship Hours: Internship Log (300 pts)

The student will maintain a log of hours for the internship. The log will include both start and end times for each time block served at the internship. It will also provide a brief but detailed statement as to what was accomplished and learned during each entry - reference the learning outcomes for the course. The total number of hours needed is determined by the credit hour with 125 hours needed for a 3-credit internship.

Each student is required to complete the minimum amount of internship hours. Failure to complete the minimum number will result in a point deduction in accordance with the percentage of hours completed

Resume Development: Resume Draft (50 pts)

A draft will be submitted on Canvas for review and comment by the professor.

Resume Development: Resume 101 Workshop (50 pts)

Submit your resume draft to the Career Center's online resume critique portal for assistance with formatting and general feedback. Access the link to the resume critique portal through the [career center page](#). As well, register for the virtual RES 101 workshop at the provided link below. Navigate to the career workshops section, then click on the link for the Resume 101: Resume Basics Workshop. After registering for the workshop, a link will be sent to you to watch the pre-recorded video. After watching the RES 101 workshop, complete the RES 101 quiz. The quiz will require you to state that you watched the workshop and answer questions regarding the content covered in the RES 101 workshop.

Resume Development: Resume 201 Event (50 pts)

After watching a RES 101 workshop, you should watch the pre-record video for RES 201 that is designed to be more specific to the formatting and layout of the resume. Register for the RES 201 workshop at the provided link below. Navigate to the career workshops section, then click on the link for the Resume 201 Workshop. After registering for the workshop, a link will be sent to you to watch the pre-recorded video. Following RES 201, take the RES 201 quiz. The quiz will require you to state that you watched the RES 201 video and answer questions regarding the content covered in the RES 201 event.

Resume Development: Advanced Resume Review (50 pts)

After completing RES 101 and RES 201, students will complete the Career Counselor Review Training video and the Advanced Resume Review worksheet.

Resume Development: Resume Final Submission (100 pts)

Each student will develop a resume based on the previous draft and subsequent revisions. The final copy will then be uploaded to Blackboard.

Evaluations: Supervisor Evaluations (50 pts each x 2)

The student will submit a mid and final evaluation (50 points each) conducted and signed by the internship supervisor.

Report: Community Resources & Trainings (50 pts)

The student will create a list of relevant local community and training resource opportunities that exist within the community, organization, or local government. The list must contain a minimum of 25 resources and must be in current APA format with title page.

Report: Professional Development Training (100 pts)

The student will complete a local training that is applicable to the internship site. The training should be at least one hour. The student will submit a training evaluation in APA formatting with a title page.

Report: Letter of Appreciation (50 pts)

The student will post a professional letter of appreciation directed to his or her site supervisor. The letter must be in a formally written letter.

Interview Preparation (50 pts)

For this assignment, the student can do EITHER

- Choice 1: A Mock Interview. Schedule a personalized appointment with a career coach in the Career Center. Following the interview, the student will receive a written evaluation from the career coach which will be submitted on Canvas.
- OR -
- Choice 2: Attend an interview workshop from the Career Center. After attending the workshop complete an 11 question quiz which will verify attendance and address material covered in the workshop.

See the [Career Center website \(https://www.liberty.edu/career-services/\)](https://www.liberty.edu/career-services/) for more details.

Note

***Please note that detailed instructions and grading rubrics for each assignment can be found in Canvas.**

? Course Grading

Criteria

Type	Weight	Topic	Notes
Checklist	10	Course Requirements Checklist	
Resume Development	300	Resume	<ol style="list-style-type: none">1. Initial Draft Submission2. RES 1013. RES 2014. Career Center Review5. Final Resume Submission
Internship Hours	350	Internship log of hours and duties.	<ol style="list-style-type: none">1. Internship Log2. Weekly Internship Quizzes

Report	50	Community Resources & Training	
Report	100	Professional Development Training	
Report	50	Letter of Appreciation	
Evaluations	100	Internship Evaluations	2 evaluations at 50 points each
Type	Weight	Topic	Notes
Interview Preparation	50	Interview Preparation	Choice 1: Mock Interview Choice 2: Interview Workshop & Quiz

Policies

Disability Assistance

Students with a disability and those with medical conditions associated with pregnancy may contact Liberty University's Office of Disability Accommodation Support (ODAS) at ODAS@liberty.edu or in DeMoss Hall 1264 for accommodations. Such accommodations require appropriate documentation of your condition. For more information about ODAS and the accommodations process, including how to request an accommodation, please visit www.liberty.edu/disabilitysupport. Requests for accommodations not related to disabilities or pregnancy must be directed to the Registrar's Office, which generally handles medical needs support.

For all disability testing accommodation requests (i.e. quieter environment, extended time, oral testing, etc.) Testing Services (DeMoss Hall 1036) is the officially designated place for all tests administered outside of the regular classroom.

If you have a complaint related to disability discrimination or an accommodation that was not provided, you may contact ODAS or the Office of Equity and Compliance by phone at (434) 592-4999 or by email at equityandcompliance@liberty.edu. Click to see a full copy of Liberty's [Discrimination, Harassment, and Sexual Misconduct Policy](#) or the [Student Disability Grievance Policy and Procedures](#).

Attendance Policy

In general, regular and punctual attendance in all classes is expected of all students. However, at times, students will miss classes.

For 100-200 Level courses

Absences for **100-200 level courses** fall into two categories:

1. University Approved Absences
 - a. University Approved Absences include Liberty University sponsored events, athletic competition, short-term (one week or less) or emergency military mobilizations, and other Provost-approved absences.
 - b. The student must provide written documentation in advance for University Approved Absences. For military duty related absences, students who have received advanced notification orders are required to provide documentation for their military-related absence two weeks prior to the absence when feasible; however, students should turn-in documentation as soon as the orders are received. Whenever possible, students are required to be proactive by turning in pre-assigned coursework before their military related absence begins. In the event of a short notice military obligation (e.g. State Active Duty, emergency mobilization, rescheduled training assembly, etc.), students must notify faculty members as soon as possible.
 - c. Work missed for University-approved absences may be made up.
2. Student Elective Absences
 - a. Student Elective Absences include, but are not limited to, illness and bereavement.
 - b. Work missed for Student Elective Absences may be made up at the discretion of the faculty member. Questions regarding missed work for Student Elective Absences must be addressed by the student with the professor within one week of returning to class. In cases where this is not possible, the student must notify the Professor in writing of the circumstances impacting his or her absence. The student may appeal the Professor's decision in writing to the respective Chair within one week. Final appeals may be made to the Dean in writing within one week of the Chair's decision and the Dean's decision is final.
 - c. When circumstances result in excessive absences (e.g., serious medical illness, family crisis), upon return to campus, the student shall communicate in writing with the Registrar's Office (Registrar@liberty.edu) and provide an explanation of his or her situation with appropriate documentation. The Registrar will consult with the faculty member before making the final decision and will notify, in writing, the student and the faculty member.
 - d. Students who are more than 10 minutes late for class are considered absent.

- e. Students who are late for class 10 minutes or less are considered tardy but present for the class. If a student misses inclass work due to tardiness, the faculty member may choose not to allow the student to make up this work. Three class tardies will be counted as one absence.
 - f. Number of Student Elective Absences Permitted:
 - i. For classes that meet three times per week, the student will be permitted four elective absences for semester-long courses and up to two elective absences for 8-week courses.
 - ii. For classes that meet twice per week, the student will be permitted three elective absences for semester-long courses and one elective absence for 8-week courses.
 - iii. For classes that meet once per week, the student will be permitted one elective absence for semester-long and 8week courses.
3. Penalties for each absence over the permitted number of elective absences per semester will be as follows:
- a. 50 points for classes that meet 3 times per week
 - b. 75 points for classes that meet 2 times per week
 - c. 100 points for classes that meet once per week

For 300-400 Level courses

Absences for **300-400 level courses** fall into two categories:

1. University Approved Absences
 - a. University Approved Absences include Liberty University sponsored events, athletic competition, short-term (one week or less) or emergency military mobilizations, and other Provost-approved absences.
 - b. The student must provide written documentation in advance for University Approved Absences. For military duty related absences, students who have received advanced notification orders are required to provide documentation for their military-related absence two weeks prior to the absence when feasible; however, students should turn-in documentation as soon as the orders are received. Whenever possible, students are required to be proactive by turning in pre-assigned coursework before their military related absence begins. In the event of a short notice military obligation (e.g. State Active Duty, emergency mobilization, rescheduled training assembly, etc.), students must notify faculty members as soon as possible.
 - c. Work missed for University-approved absences may be made up.
2. Student Elective Absences
 - a. While the University believes that consistent attendance in all classes is the largest contributor to students earning good grades, the University Attendance Policy allows students in upper-level classes the opportunity to make their own decisions concerning attendance.
 - b. Work missed for Student Elective Absences may be made up at the discretion of the faculty member. Questions regarding missed work for Student Elective Absences must be addressed by the student with the professor within one week of returning to class. In cases where this is not possible, the student must notify the Professor in writing of the circumstances impacting his or her absence. The student may appeal the Professor's decision in writing to the respective Chair within one week. Final appeals may be made to the Dean in writing within one week of the Chair's decision and the Dean's decision is final.
 - c. When circumstances result in excessive absences (e.g., serious medical illness, family crisis), upon return to campus the student shall communicate in writing with the Registrar's Office (Registrar@liberty.edu) and provide an explanation of his or her situation with appropriate documentation. The Registrar will consult with the faculty member before making the final decision and will notify, in writing, the student and the faculty member.

Grading Scale

A	B	C	D	F
900-1000	800-899	700-799	600-699	0-599

For courses with a Pass/NP final grade, please refer to the Course Grading section of this syllabus for the assignment requirements and/or point value required to earn a Passing final grade.

Honor Code

Liberty University comprises a network of students, Alumni, faculty, staff and supporters that together form a Christian community based upon the truth of the Bible. This truth defines our foundational principles, from our Doctrinal Statement to the Code of Honor. These principles irrevocably align Liberty University's operational procedures with the long tradition of university culture, which remains distinctively Christian, designed to preserve and advance truth. Our desire is to create a safe, comfortable environment within our community of learning, and we extend our academic and spiritual resources to all of our students with the goal of fostering academic maturity, spiritual growth and character development.

Communities are predicated on shared values and goals. The Code of Honor, an expression of the values from which our Doctrinal Statement was born, defines the fundamental principles by which our community exists. At the core of this code lie two essential concepts: a belief in the significance of all individuals, and a reliance on the existence of objective truth.

While we acknowledge that some may disagree with various elements of the Code of Honor, we maintain the expectation that our students will commit to respect and uphold the Code while enrolled at Liberty University.

Adherence to the principles and concepts established within facilitates the success of our students and strengthens the Liberty community.

The Code of Honor can be viewed in its entirety at <https://www.liberty.edu/index.cfm?PID=1417> (<https://www.liberty.edu/index.cfm?PID=1417>)

Add/Drop Policy

No course can be added after the first week of classes without signed approval from the course instructor and the Registrar's Office. A Fall/Spring course may be dropped up to and during Drop/Add Week.

Late Assignment Policy

Course Assignments should be submitted on time.

If the student is unable to complete an assignment on time, then he or she must contact the instructor prior to the assignment due date.

Assignments that are submitted after the due date without prior approval from the instructor will receive the following deductions:

1. Late assignments submitted within one week after the due date will receive a 10% deduction.
2. Assignments submitted more than one week and less than 2 weeks late will receive a 20% deduction.
3. Assignments submitted two weeks late or after the final date of the course will not be accepted.
4. Group projects/assignments will not be accepted after the due date.

Special circumstances (e.g. death in the family, personal health issues) will be reviewed by the instructor on a case-by-case basis.

Schedule

When	Topic	Notes
Module 1: Week 1	Learn	
	Apply	Course Requirement Checklist
Module 2: Week 2	Learn	Explore: Career Center Main Page
	Apply	Resume Draft
Module 3: Week 3	Learn	Explore: Career Center Main Page
	Apply	RES 101 Quiz
Module 4: Week 4	Learn	Explore: Career Center Main Page

When	Topic	Notes
	Apply	Internship Log Draft
Module 5: Week 5	Learn	Explore: Career Center Main Page

	Apply	Community Resources & Training
Module 6: Week 6	Learn	Explore: Lynchburg Community Resources
	Apply	RES 201 Quiz
Module 7: Week 7	Learn	Explore: Career Center Main Page
	Apply	Mid-Semester Evaluation
Module 8: Week 8	Learn	Explore: Six Questions to Ask
	Apply	Advanced Resume Review Worksheet
Module 9: Week 9	Learn	Explore: Red Cross Training Page
	Apply	Resume: Final Submission
Module 10: Week 10	Learn	Explore: Interview Preparation
	Apply	Interview Preparation
Module 11: Week 11	Learn	
	Apply	Professional Development Training
Module 12: Week 12	Learn	Explore: Explore Sample Red Cross Page
	Apply	Letter of Appreciation
Module 13: Week 13	Learn	Explore: Questions to consider.
	Apply	Final Evaluation
Module 14: Week 14	Learn	Explore: Questions to Consider
	Apply	Internship Log