



SYLLABUS

Psychology 491: Field Experience in Psychology

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Text: Baird, B. N. (2002). The internship, practicum, and field placement handbook (3rd ed.). Upper Saddle River, NJ: Prentice-Hall. Available at the WVU Bookstore. You can call (304 293-7467) and order a copy with a credit card if you are out of town. It is also available through amazon.com.

Course requirements (see descriptions of requirements and due dates below):

- 1) Work the hours and engage in the activities described in your practicum agreement. Submit weekly reports documenting your hours and activities.
- 2) Submit weekly assignments. Meet with the instructor in place of one weekly assignment.
- 3) Attend periodic class meetings.
- 4) Complete a work sample.
- 5) Complete a final report.
- 6) Complete evaluations of the course.

Grades:

Your final course grade will be calculated as follows:

<u>Activity</u>	<u>Points</u>
Grade recommended by supervisor	100
Weekly assignments (3 points each x 15)	45
Attendance at periodic meetings (2 points each x 5)	10
Work sample	40
Final report	5
Evaluations (required but not graded)	0
 TOTAL	 200

180-200 points = A
 160-179 points = B
 140-159 points = C
 120-139 points = D
 < 119 points = F

You can monitor your scores on individual assignments on WebCT. Just click on "Student Grades" for a list of your scores to date.

Descriptions of RequirementsWeekly Reports and Assignments

Each week students must submit both a weekly report of their work activities and an answer to a weekly question via WebCT (see instructions below). Weekly reports and assignments must be submitted by midnight on the Monday following each week's work (unless it is a University holiday in which case reports are due the next regular class day). The first report and assignment is due Monday, August 25 by midnight.

Weekly reports help the student and instructor remain in contact and allow for a record of activities, progress, and problems. The weekly report consists of a list of dates and times worked, as well as a description of the activities engaged in during the week. The description of activities should be about a paragraph in length and should include specific activities (such as: sat in on a depression group meeting, tested a client using the ARU battery, wrote case notes, met with three clients) and any interesting observations you made. Weekly reports that give exactly the same information every week or that are overly vague or general are unacceptable. On the other hand, it is not necessary to write several long paragraphs every week.

A list of 15 questions on the readings is provided on WebCT. One question response is due each week. Students who previously participated in Psychology 491 do not need to complete the reading questions, but must select one of the provided alternate questions to answer (see list on WebCT). Students taking the course for a third time must provide a journal entry each week (see especially the section on reflection and exploration on pages 14-15 of the text for guidelines on journal writing). Students whose placements are not clinical or related to mental health may in some cases need to be creative in answering the weekly questions. Contact the instructor if necessary for guidance.

Once between the second and fourth meetings, you must replace a weekly assignment (other than the Week 11 assignment) with a 15-minute meeting with the instructor to discuss your placement. These meetings will be scheduled at the second meeting. Students who are repeating the course (and who thus are not required to attend the second meeting) must contact the instructor to arrange a meeting time.

Assignments will be graded as good (3 points), OK (2 points), or minimally acceptable (1 point). An extra $\frac{1}{2}$ or 1 point will occasionally be awarded for excellent answers. Late questions (submitted after midnight on the due date) will have 1 point deducted. Answers should be 1-2 paragraphs in length.

You should use complete sentences, proper grammar, and good spelling in your weekly reports and assignments. Please proofread your answers before saving them. Also, be sure to refer explicitly to the text or readings in your answers to weekly questions. One of the purposes of your answer is to convince the instructor that you have completed the reading assignment and thought carefully about how it applies to your experiences. **When you mention material from the text, make the source of the material clear (e.g., “According to the text...”, “...as described in the text...”, etc.). However, also be sure to paraphrase information you take from the text. Please do not directly quote from the text, either with or without placing the quoted material in quotation marks (see information on plagiarism in General Notes #1 below). Failing to explicitly and appropriately relate your answer to the reading material will lead to a minimum $\frac{1}{2}$ -point deduction. Plagiarism will result in more severe penalties (see below).**

You must take care to maintain confidentiality (of clients and coworkers) when completing weekly reports and assignments. See the section on confidentiality below.

You also should always check WebCT for comments from the instructor on your weekly assignments. This can be done by clicking on “Completed” to the right of the listing for each report or assignment. The instructor’s comments are in the last comments box. Part of your Week 2 assignment requires you to e-mail a copy of the instructor’s comments on your Week 1 assignment to ensure that you know how to do this.

Periodic Meetings

Periodic (every 3-4 weeks) meetings are held so students and the instructor can discuss assignments and activities. These meetings also provide the opportunity for students to learn about other placements besides their own and to discuss problems and insights with other students. See the course schedule (on the last page of this syllabus) for information about the topics to be discussed at each meeting. Meetings are held on Thursdays from 5:15 to 6:00 p.m. on the dates listed in the course schedule.

Students taking this course for the first time are required to attend all five periodic meetings. Students who previously took the course are only required to attend the first and last meetings, unless they previously took the course in the summer (when meetings weren't held), in which case they are required to attend all the meetings.

Work Sample

All students in the course must submit a work sample related to their practicum activities on the date listed on the course schedule. Work samples may be submitted in person (put in Dr. Karraker's mailbox in the main office), by mail or fax, or as an e-mail attachment. Students who are repeating the course must check with Dr. Karraker to ensure that they select a topic that is substantially different from that of the report they wrote in the previous semester.

The work sample is worth 40 points: 35 points for content and 5 points for quality of writing. Late submissions will lose 2 points per day. See the Work Sample Guidelines (provided at the first meeting and available on WebCT) for further information on the work sample.

Final report

A final report on your practicum activities is due on the date listed in the course schedule. Final reports may be submitted in person (put in Dr. Karraker's mailbox), by mail or fax, or as e-mail attachments. The final report is worth 5 points; 1 point per day will be deducted for late submissions. The final report is required; your grade will not be submitted until you have turned in an acceptable (3 points or better) final report.

The final report should be a 2-3-page paper that summarizes the outcome of your placement in terms of your experiences and the original objectives set forth in your practicum agreement. Include the following labeled sections:

- A. Overview of your placement
- B. Review of your activities
- C. Your reaction to your experiences
- D. How well your original objectives were met

- E. How the facts and concepts you learned in your prior course work relates to your experiences
- F. An evaluation of your plans to continue in psychology or related fields
- G. How your career planning has been influenced by your placement
- H. Conclusion

Course evaluations

You must complete an evaluation of the course **and** an evaluation of your placement and site supervisor via WebCT. These evaluations will be available to you on WebCT beginning December 1. They are at the bottom of the list of weekly reports and weekly questions you may see when you click on the evaluation icons. You will also be asked to complete a paper and pencil evaluation of the course and instructor at the last meeting. Your grade will not be submitted until you have completed these evaluations. You also are responsible for ensuring that your supervisor submits a completed "Supervisor Evaluation of Practicum Student" (available via WebCT - print a copy to give to your supervisor if they misplace the copy sent to them by Dr. Karraker) directly to Dr. Karraker. A passing grade cannot be submitted until the supervisor evaluation is received. Half of your grade is based on your supervisor's evaluation.

General notes

1. **Plagiarism must be avoided in all submitted work (see statement on academic integrity below). This means you may not copy verbatim (using the same words or close to the same words) from any source, including books, journals, client records, web documents, etc. Even definitions and lists must be expressed in your own words. You must cite the source (other than yourself and your own experiences) of any information included in your work. DO NOT USE DIRECT QUOTES in any of your work (including weekly assignments) for this class. See also the information on writing provided on WebCT for further information on APA style, appropriately using reference material, and avoiding plagiarism.**
2. All identifying information must be deleted from weekly assignments, work samples, final reports, and any other written materials (such as e-mail messages to the instructor) in order to protect the confidentiality of clients, agencies, and professionals. This means that you do not use the real first or last names of clients, and you should not give the names of any professionals or paraprofessionals employed at your agency (other than the supervisor listed on your Practicum Agreement Form), or the name of any agencies involved (other than your placement site). Do not provide any personal details that might allow a client to be identified in your report. This holds for all clients, whether they be individual persons, groups, or corporations. You may use a pseudonym (i.e., a fictitious name) for the client in your work. When you do so, you must indicate this

by writing a statement such as: "The client, Bruce (not his real name), was seen by me for his problem with..." You only need to indicate that a name is a pseudonym the first time you use it in a written report. Maintain confidentiality at all times. Do not use the real names of your clients or coworkers in any of your submitted work or conversations or communications with people outside your site.

3. You are expected to work 40 total hours per credit hour. Because illnesses, emergency absences, and holidays do sometimes occur, you may miss some hours without consequences from Dr. Karraker (although your practicum supervisor may expect you to make up missed hours). Students enrolled for 6 or fewer credits may miss up to 10% of their contracted total hours. Students enrolled for more than 6 credits may miss up to 24 of their contracted total hours. Missing more hours without making them up will necessitate changing the number of credits you receive for this course. Contact Dr. Karraker if you have any problems fulfilling your hours.
4. Any adjustments to the number of credits you are to receive (increases if you work more than expected or decreases if you work less than expected) should be made by midsemester. See Dr. Karraker to obtain the appropriate paperwork.
5. You must provide a working e-mail address to the instructor and check your e-mail regularly. If the e-mail address you provide doesn't work, messages will be sent to your university e-mail address (your MIX account). Be sure to let the instructor know if your e-mail address changes during the semester.

Academic integrity

I am committed to the highest standards of academic integrity. In accord with University guidelines, I will take vigorous action against students who engage in cheating, plagiarism, forgery, misrepresentation, fraud, or other dishonest practices. Guilty students may receive penalties ranging from a grade of "zero" on the assignment in question to an "unforgivable F" in the course.

Social justice

West Virginia University is committed to social justice. I concur with that commitment and expect to foster a nurturing learning environment based upon open communication, mutual respect, and non-discrimination. Our University does not discriminate on the basis of race, sex, age, disability, veteran status, religion, sexual orientation, color, or national origin. Any suggestions as to how to further such a positive and open environment in this class will be appreciated and given serious consideration.

If you are a person with a disability and anticipate needing any type of accommodation in order to participate in this class, please advise me and make appropriate arrangements with Disability Services (293-6700).

How to submit weekly reports and assignments

Weekly reports and assignments must be submitted via WebCT.

You can access WebCT by clicking on the link for this course in MIX. In that case you will already be logged in. You can also go to the following web address without going through MIX:

<http://webct.wvu.edu>

Click "Log On to my WebCT." You will then be asked to enter your ID and Password. Your ID and Password are the same as those you use for MIX.

Additional tips for using WebCT

Be sure to always click on "Save Answer" for every completed answer and "Finish" when you complete a quiz or survey on WebCT.

If you would prefer to use your word processor to write your answers, you can cut and paste material into WebCT. The advantage of using your word processor is that you can spell check, grammar check, and save your material before submitting it via WebCT.

If you have difficulty accessing WebCT, try adjusting your browser settings to enable JavaScript. WebCT works best with up-to-date versions of Netscape, Internet Explorer, and AOL.

The blue triangles to the left of some headings in WebCT can be clicked to expand or contract the lists under the headings.

Course Schedule

- August 21 **FIRST PERIODIC MEETING.** Introduction to the course, overview of requirements. Be prepared to briefly describe your placement.
- August 25 Weekly report and question 1 due.
- September 2 Weekly report and question 2 due.
- September 8 Weekly report and question 3 due.
- September 15 Weekly report and question 4 due.
- September 18 **SECOND PERIODIC MEETING.** Review of course procedures, answer student questions, etc. Be prepared to describe something you have learned (about people, psychology, yourself, etc.) through your placement. Schedule meetings with Dr. Karraker (bring your schedule to the meeting!).
- September 22 Weekly report and question 5 due.
- September 29 Weekly report and question 6 due.
- October 6 Weekly report and question 7 due.
- October 13 Weekly report and question 8 due.
- October 16 **THIRD PERIODIC MEETING.** Discussion of scientific and clinical writing, avoidance of plagiarism, work sample requirements. Be prepared to discuss your plans for your work sample.
- October 20 Weekly report and question 9 due.
- October 27 Weekly report and question 10 due.
- November 3 Weekly report and question 11 due.
- November 6 **FOURTH PERIODIC MEETING. WORK SAMPLE DUE.** Discussion of careers and graduate programs in psychology. Be prepared to describe the activities and degrees of other workers at your placement site.
- November 10 Weekly report and question 12 due.
- November 17 Weekly report and question 13 due.

THANKSGIVING BREAK!!!

- December 1 Weekly report and question 14 due. Report hours for both weeks combined if you worked during Thanksgiving Break.
- December 5 **FIFTH PERIODIC MEETING.** Complete course evaluation during meeting.
- December 8 Weekly report and question 15 due. **FINAL REPORT DUE.** You must ensure that your supervisor returns the Supervisor Evaluation of Practicum Student to me by this date. A final grade cannot be assigned without it, as it constitutes 50% of your grade.

PSYCHOLOGY 491 - PROFESSIONAL FIELD EXPERIENCE
West Virginia University - Department of Psychology
GENERAL DESCRIPTION OF THE PROGRAM
(Revised 10/25/02)

Course Coordinator: Dr. Katherine Karraker
Room 1206 Life Sciences Building
293-2001, extension 31625
kkarrake@mail.wvu.edu

Each semester, the Department of Psychology at West Virginia University offers an experience in applied psychology in a variety of settings for 3 to 18 hours of academic credit. This program is open to psychology majors only. The department regards these programs as an excellent supplement to the regular academic curriculum in psychology for helping students: (a) make rational career choices about psychology, (b) make decisions about pursuing training beyond the baccalaureate degree, and (c) gain "on-the-job" experience that can assist in finding employment after graduation.

Practicum students work from 8 to 40 hours a week from the first day of classes to the last day of classes as provided by the University calendar for a given semester or for both summer sessions. Course credit is based on actual number of hours worked. Supervision for the practicum is generally provided by a licensed or Master's level psychologist or similar professional at the placement site. Some of the types of placements that are available include mental health centers, programs for children or adults with a variety of emotional and/or behavioral disorders (such as autism, conduct disorder, developmental disabilities, depression, substance abuse problems, etc.), parent training programs, early intervention programs, programs dealing with sexual assault and/or domestic violence, testing centers, organizational consulting programs, and school- or home-based treatment centers. A list of placements is provided in this description, although students may also arrange their own placements (following a set of provided guidelines) after being accepted into the program.

The specific duties to be fulfilled by the practicum student will vary from site to site depending upon the age and status of the clients and the nature of the program. Each student develops a Practicum Agreement with the site supervisor before being enrolled in the course. The Practicum Agreement lists the activities to be engaged in during the placement. Sample activities include assessing clients, applying treatment programs, providing training, participating in workshops, collecting data, visiting clients' homes, developing educational materials, conducting literature searches on relevant topics, observing or assisting with therapy, writing case notes, and providing limited clerical assistance. Practicum students also must attend meetings and complete assignments determined by the Psychology 491 course coordinator. Access to the world wide web is necessary for completion of some of these assignments.

Students sometimes live off-campus during the practicum semester, depending upon the location of the practicum site and number of hours of work for which they have contracted. As with on-campus students, practicum students are responsible for their

own living and transportation arrangements in the area where they will be working during the semester.

Prerequisites

There are few absolute criteria for admission to the program and the various placements. In order to be considered for the Psychology 491 program, students must be declared psychology majors and must be in their junior or senior year.

Students must also have completed at least 15 credit hours of psychology courses prior to the semester in which they plan to perform the practicum. A course in Behavior Modification (Psychology 474 or its equivalent) is considered important for acceptance into many of the practicum placements. Other courses that are relevant to one or more placements include: Leadership and Human Relations (Psychology 231), Research Methods (Psychology 202), Human Development (Psychology 241), Learning and Behavior Theory (Psychology 424), Psychological Assessment (Psychology 362), Community Psychology (Psychology 379), Abnormal Psychology (Psychology 281), and Exceptional Children (Psychology 382).

Course Credit and Work Hours

Students who wish to participate in the practicum program during the 15-week Fall or Spring semesters earn 3 credits for every 8 hours per week of work. Thus, full-time work (40 hours per week) earns 15 credits. Occasionally, it is possible to earn 18 credit hours, but this is generally in the case of practica where the work hours exceed 40 hours per week or extend beyond the 15-week semester. Students enrolling in Psychology 491 during the Summer terms work during both Summer terms I and II, with 40 hours of work per week earning 12 credits, and credits for lesser amounts of work prorated appropriately.

During the practicum semester, the student will receive all state and national holidays that regular employees of the practicum agency receive. Students may, on occasion, be asked to work during weekends or evenings, but this is the exception rather than the rule. Each placement has somewhat different policies on absences from work because of illness or other personal reasons. Holidays and sick/vacation days will be specified for each placement in the practicum agreement completed at the beginning of the semester. University holidays, such as Spring break, are not automatically provided--these and other vacation or sick days must be arranged directly with the practicum site. Only hours actually worked will be considered in determining the number of credit hours earned. Students are allowed to miss up to 10% of their contracted hours or 24 hours, whichever is less, to accommodate holidays and sick days.

Psychology 491 is a formal university course. Students are expected to register for Psychology 491 as they would for any other course. Students are also expected to pay regular university tuition for this course. Special arrangements for a waiver of the on-campus student fees can be arranged--at the student's request--for those students

completing placements outside of the Morgantown area and who are not registered for any other course work during the practicum semester.

Students may, in some cases, receive financial compensation from the placement site as well as course credit for their practicum work. Such arrangements must be approved by Dr. Karraker. Credit will be given only for the portion of work that meets specified guidelines for the course.

No more than 18 hours of Psychology 491 can count toward the 128 hours required for graduation. Hours earned in Psychology 491 are treated as elective credits and are not counted in the 42 credit hours of psychology to which a major is otherwise limited. That is, a major may take a total of 42 credit hours of psychology courses other than Psychology 491.

Three credits of Psychology 491 can be used to meet the requirement for a capstone experience, if completed within 12 months prior to graduation. Students also must complete Psychology 401, Capstone Experience, during the same semester as the Field Experience (or in the fall if the Field Experience is in the summer). These three credits of Psychology 491 also can count as one of the required upper level elective courses in psychology.

Students are also expected to adhere to the same University regulations regarding academic dishonesty, sexual harassment, and other codes of conduct and academic behavior as specified in the West Virginia University Student Handbook (The Mountie). Violations of these policies will be addressed for Psychology 491 as they would for any other academic course.

How to Enroll in the Psychology 491 Field Experience

- 1. Read this handout thoroughly**, and make some tentative decisions about when and where you would like to do a practicum placement. Discuss your plans with your adviser, if possible.
- 2. Attend the Psychology 491 information meeting** during the semester prior to the one in which you plan to schedule your practicum. Up-to-date information about available placements and application procedures will be provided at this meeting. In addition, you may be able to meet with representatives from some of the sites you are interested in at this meeting.
- 3. Submit an Application and Screening Form.** This form is available in the Student Records Office (Room 1120 Life Sciences Building). Return the first page of the form to Dr. Karraker's mailbox in Room 1124. Give the two recommendation forms (attached to the Application and Screening Form) to two faculty members or graduate students in the Psychology Department who know you well. They will return the forms directly to Dr. Karraker. You will be contacted if your application is not complete by the deadline listed on the form or if you cannot be accepted into the program.
- 4. Pick up a packet of materials** in the Student Records Office (any time after the date provided on the Application and Screening Form) to receive instructions on interviewing and obtaining a placement.
- 5. Arrange to interview with several relevant site supervisors.** These initial meetings are conducted like job interviews. You should dress accordingly, and be prepared to talk about your relevant experiences and professional goals. Also, be prepared to ask each supervisor about the placement and job responsibilities--you will want to leave these meetings with a clear idea of what you would be doing during your practicum.
- 6. Select the site you prefer for your practicum and contact the site supervisor to determine if you will be accepted.** Once you are accepted to a practicum, let the other sites that you interviewed with know that you have obtained a placement.
- 7. After receiving an offer of acceptance from the placement site, make another appointment with the site supervisor to complete and sign a Practicum Agreement Form.** This form must be signed by both you and the site supervisor. Return the completed Practicum Agreement Form to Dr. Karraker. You and the site supervisor should each keep a copy of the agreement; the original is given to Dr. Karraker. The deadline for submitting a completed Practicum Agreement Form is the last day of finals week of the semester or summer session prior to the practicum semester.

8. Obtain a Course Registration Approval Form from Dr. Karraker. This form will be provided only after a completed and signed Practicum Agreement Form is submitted. Turn in the Course Registration Approval Form to Admissions and Records.

9. Obtain a course syllabus (and any other necessary forms) from Dr. Karraker. These materials will be distributed at the first class meeting. If you will be living away from Morgantown during your practicum, see Dr. Karraker before leaving to obtain these materials.

Please Note: Acceptance into a Psychology 491 practicum placement is not guaranteed. Prospective students must first be approved for participation by Dr. Karraker and then must interview at and be accepted by the placement of interest. The entire application process takes some time to complete, so it is important that students note and adhere to the deadlines for applying to the program and submitting a completed Practicum Agreement Form.

Information on Available Placements

Practicum placements are offered at the following community agencies. Because each program is unique and has its own requirements, the individual supervisor at the site should be consulted for additional information about that program. However, please do not contact site supervisors before being accepted into the program and being given instructions on how to proceed. The placements in Morgantown listed below include agencies that have frequently participated in the practicum program over the past several years, and that have agreed to have practicum students and to supervise them responsibly. The placements outside of Morgantown listed below include agencies that have previously participated in the program or expressed an interest in the program at some time. These placements have not been checked to insure that they are taking students at this time. Note that this list changes from time-to-time, and students are also encouraged to seek out placements that are not on this list following the guidelines provided at the end of the listings below.

[LIST OF PLACEMENTS DELETED]

Guidelines on Arranging Your Own Placement

In many cases, students admitted to the Psychology program will find placements at sites listed above. In other cases, however, students may need or want to arrange placements at other sites. Particularly when students are home for the summer, they may prefer placements at sites near their homes. These guidelines are designed to help students arrange appropriate placements.

In general, students should follow the sequence of steps described above. Students may contact potential sites to obtain information about the site and to explore the possibility of a placement before being approved by Dr. Karraker for the program, but should not have a formal interview before receiving approval. Students also should speak with Dr. Karraker about the suitability of a particular site before having an interview.

The types of sites that are appropriate for this program include any kind of programs or organizations that assist people in dealing with psychological or behavioral problems or challenges. Examples include, but are not limited to, mental health centers, programs for children or adults with a variety of emotional and/or behavioral disorders (such as autism, conduct disorder, developmental disabilities, depression, substance abuse problems, etc.), parent training programs, early intervention programs, programs dealing with sexual assault and/or domestic violence, testing centers, organizational consulting programs, and school- or home-based treatment centers.

More important considerations than the description of the program, however, are the actual activities that the practicum student will be engaging in and the nature of the supervision that will be provided to the student. Students should be involved in activities that are clearly related to psychology and that someone with a bachelor's degree or higher might be hired to perform for the organization. Possible activities include, but are not limited to, assessing clients, applying treatment programs, providing training, participating in workshops, collecting data, visiting clients' homes, developing educational materials, conducting literature searches on relevant topics, observing or assisting with therapy, writing case notes, and providing limited clerical assistance. Menial tasks, such as clean-up, clerical work, and custodial caregiving must be kept to a minimum. The student must be supervised on a regular basis (at least weekly) by someone with at least a master's degree or license in psychology or a related human services field.

PSYCHOLOGY 491 - PROFESSIONAL FIELD EXPERIENCE
West Virginia University - Department of Psychology
APPLICATION AND SCREENING FORM
SUMMER AND FALL 2003 - DUE MARCH 31, 2003

INSTRUCTIONS:

Complete the attached APPLICATION AND SCREENING FORM to apply for the Psychology 491 program. Information about the program can be found in the description of the program available in the Student Records Office (Room 1120). Please return this completed form to Dr. Katherine Karraker's mailbox in the Department of Psychology Main Office (Room 1124) by the due date listed above.

Application to the program also requires submission of the two attached RECOMMENDATION FORMS by faculty or graduate students in the Psychology Department. You should give these forms to faculty or graduate students who know you well enough to rate your suitability for the Psychology 491 program. They will return the forms directly to Dr. Karraker.

Unless you are contacted by Dr. Karraker concerning a problem with your application, you may pick up a packet of instructions on finding and arranging a placement in the Student Records Office beginning April 7.

Questions about the program and the application process should be directed to Dr. Karraker (e-mail: kkarrake@mail.wvu.edu, phone: 293-2001 ext. 31625, office: Room 1206).

PSYCHOLOGY 491 - PROFESSIONAL FIELD EXPERIENCE
West Virginia University - Department of Psychology
APPLICATION AND SCREENING FORM
SUMMER AND FALL 2003 - DUE MARCH 31, 2003

Name _____ SSN _____
Local address _____ Local phone _____

Home address _____ Home
phone _____

e-mail address _____ Major _____

Year in school _____ Anticipated date of graduation _____
Overall GPA _____ GPA in Psychology _____

Number of credits desired _____ Semester: Fall Spring Summer

List in rank order up to six placement sites where you would like to interview. See the program description for information on available sites. You also may list sites that are not included in the program description if you are interested in arranging your own placement.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Have you previously participated in or been approved for PSYC 491?

___Yes ___No

If yes, you need only turn in this page.

What are your areas of interest in psychology?

What are your plans after finishing your Bachelor's degree?

List any paid jobs you have held

List any volunteer work you have done

List by number the Psychology courses you have completed and those you are currently taking:

Completed:

Taking:

List any activities you have engaged in with individual faculty members or graduate students in the Psychology Department (including PSYC 490, 495, and 498):

Below or on an attached sheet, briefly describe why you would like to participate in Psychology 491.

PSYCHOLOGY 491 - PROFESSIONAL FIELD EXPERIENCE
 West Virginia University - Department of Psychology
RECOMMENDATION FORM
 SUMMER AND FALL 2003 - DUE MARCH 31, 2003

TO THE STUDENT: Please complete the relevant personal information (items 1-5, item 6 is optional) and give this form to the faculty member or graduate student whom you have asked to recommend you for participation in Psychology 491.

1. Student's Name: _____ 2. SSN:

3. Local Address:

4. Local Telephone _____ 5. e-mail address

6. I WAIVE MY RIGHT TO REVIEW THIS RECOMMENDATION:

Student signature: _____ Date:

TO THE RECOMMENDER: Please complete the items below, sign the form, and return it to Dr. Katherine Karraker, Department of Psychology, PO Box 6040 by the date noted above.

7. How long and in what capacity have you known the student identified above?

8. Please rate this student's academic skills:

LOW		AVERAGE		HIGH
1	2	3	4	5

9. Please rate this student's interpersonal skills:

LOW		AVERAGE		HIGH
1	2	3	4	5

10. In general, how does this student compare to other undergraduates that you have taught?

NOT AS GOOD		AVERAGE		CLEARLY BETTER
1	2	3	4	5

11. In your opinion, how do you think this student would perform as a worker in an applied psychology setting?

POOR		AVERAGE		EXCELLENT
1	2	3	4	5

12. Please make any comments concerning this student's qualifications for and likelihood of success in a Field Experience:

13. In summary, I: Highly recommend this student
 Recommend this student
 Recommend this student with reservations
 Do NOT recommend this student
for participation in Psychology 491, Professional Field Experience.

14. Signature: _____ Date:

Printed name:

PSYCHOLOGY 491 - PROFESSIONAL FIELD EXPERIENCE
West Virginia University - Department of Psychology
INSTRUCTIONS FOR FINDING A PLACEMENT

This packet contains the information you will need to find a Psychology 491, Professional Field Experience, placement. The packet contains guidelines on conducting interviews, developing your own placement (if you wish to work someplace that is not included in the General Description of the Program), and completing the Practicum Agreement Form. The packet also contains a blank Practicum Agreement Form and a list of the placements where you may interview. You may only contact the placements on your list without first requesting permission from Dr. Karraker.

Interviewing Procedures and Tips

1. Call the contact person and tell them you are interested in obtaining a Psychology 491 Field Placement and that your application for the course has been approved by the WVU Department of Psychology.
2. Set up a time to interview with the contact person or other appropriate person. In some cases you may be asked to submit a resume before an interview can be arranged. If the contact person is different from the name given to you by Dr. Karraker, please let Dr. Karraker know so that she can change her records.
3. Prepare for the interview by learning as much as you can about the placement site, by preparing yourself to answer questions about your background, training, and skills, and by preparing a list of questions you would like to have answered at the interview.
4. Treat the interview like a formal job interview:
 - Dress casually but neatly.
 - Tell the interviewer about yourself: your interests within psychology; why you are looking at that particular placement; what your future plans are; other relevant paid or volunteer clinical, research, or teaching experiences you have had. Your goal is to convince the interviewer that you are responsible, active, and competent.
 - Ask a lot of questions: who will you work with; what the clients are like; what sorts of problems the clients have; what activities you will be doing; how you will be supervised; where you will work (ask for a brief tour); what work schedule can be arranged.
 - Thank the person for their time--even if you have already decided that you are not interested in the placement. Tell them when you will call them to follow up on the interview or ask when they will call you.
4. After the interview, keep in touch with the contact person until you know if you have been accepted at that site. If you do not hear from them right away, let them know if you are still interested (and, as a courtesy, tell them if you are no longer interested or have accepted another placement).

5. When you are accepted to a placement at which you would like to work, arrange another meeting with your site supervisor to complete the Practicum Agreement Form.

Guidelines For Developing Placements

In many cases, students admitted to the Psychology 491, Professional Field Experience, program will find placements at sites listed in the General Description of the Program. In other cases, however, students may need or want to arrange placements at other sites. Particularly when students are home for the summer, they may prefer placements at sites near their homes. These guidelines are designed to help students arrange appropriate placements.

In general, students should follow the sequence of steps described in the General Description of the Program. Students may contact potential sites to obtain information about the site and to explore the possibility of a placement before being approved by Dr. Karraker for the program, but should not have a formal interview or agree to an internship before receiving approval. Students also should speak with Dr. Karraker about the suitability of a particular site before having an interview.

The types of sites that are appropriate for this program include any kind of program or organization that assists people in dealing with psychological or behavioral problems or challenges. Examples include, but are not limited to, mental health centers, programs for children or adults with a variety of emotional and/or behavioral disorders (such as autism, conduct disorder, developmental disabilities, depression, substance abuse problems, etc.), parent training programs, early intervention programs, programs dealing with sexual assault and/or domestic violence, testing centers, organizational consulting programs, and school- or home-based treatment centers.

More important considerations than the description of the program, however, are the actual activities that the practicum student will be engaging in and the nature of the supervision that will be provided to the student. Students should be involved in activities that are clearly related to psychology and that someone with a bachelor's degree might be hired to perform for the organization. Possible activities include, but are not limited to, assessing clients, applying treatment programs, providing training, participating in workshops, collecting data, visiting clients' homes, developing educational materials, conducting literature searches on relevant topics, observing or assisting with therapy, writing case notes, and providing limited clerical assistance. Menial tasks, such as clean-up, clerical work, and custodial caregiving must be kept to a minimum. The student must be supervised on a regular basis (at least weekly) by someone with at least a master's degree or license in psychology or a related human services field.

Students may, in some cases, receive financial compensation from the placement site as well as course credit for their practicum work. Such arrangements must be

approved by Dr. Karraker. Credit will be given only for the portion of work that meets the guidelines described in the previous paragraph.

Instructions For Completing the Practicum Agreement Form

The Practicum Agreement Form should be completed during a meeting with your site supervisor after you have completed the following steps: apply for the PSYC 491 program, receive approval from Dr. Karraker, interview at potential practicum sites, and obtain acceptance at the site you prefer. Here is some information to help you complete the Practicum Agreement Form. Please type or print neatly on the form.

Student information: Provide information on how you can be reached during your placement.

Site supervisor information: Provide information concerning the person who will be directly supervising you.

Student work schedule: In general, the dates the practicum will begin and end should be the first and last days of class. Other beginning and ending dates may be arranged, but you should be sure that you will be working an appropriate number of hours for the number of credits you expect to receive (see chart below). A typical fall or spring semester consists of 15 weeks of classes; a typical summer (both sessions) consists of 12 weeks of classes. Use the chart below to determine the relation between hours worked and number of credits for any other length of time.

<u>Credits</u>	<u>Total hours</u>	<u>Hours per week</u>	
		<u>15-week semester</u>	<u>12-week summer</u>
3	120	8	10
4	160	10.5	13
5	200	13	16.5
6	240	16	20
7	280	18.5	23
8	320	21	26.5
9	360	24	30
10	400	26.5	33
11	440	29	36.5
12	480	32	40
13	520	34.5	
14	560	37	
15	600	40	

The work schedule you provide on the Practicum Agreement Form may be modified during the practicum if necessary. If you need to modify the number of hours you work per week, please see Dr. Karraker.

You do not automatically receive university holidays off. At the time you are completing the Practicum Agreement Form, you should discuss with your site supervisor whether or

not you will be expected to work during Thanksgiving week, spring break, and/or other holiday periods. Include any days off agreed to under "Vacation days allowed." **Note that you are still expected to work the total number of hours you have contracted for in your Practicum Agreement Form even if you are allowed certain vacation days. You may miss up to 10% of your total hours or 24 hours (whichever is less) to accommodate vacations, illnesses, etc. Additional missed time requires either making up the time or reducing the number of credits earned.**

Brief description of the practicum site: Provide a short description of the site.

Student's entry level skills: List the skills and experiences you have that are relevant to your placement. Here are some examples:

- familiarity with DSM-IV
- completed courses in behavior modification and abnormal psychology
- volunteer work with children with physical handicaps
- successfully employed since age 17

Practicum objectives: Describe what you want to learn from your practicum. Here is a sample statement:

I want to learn how to apply the academic knowledge I have acquired in my classes to real life situations. I would like to receive a well-balanced perspective on the community mental health system. I expect to learn more about mental health in general and how to apply counseling ethical standards in real life situations. I hope that this practicum will help me in my future and help me clarify what my future career goals will be.

Means to achieve practicum objectives: Describe the work you will be doing. Here are some examples:

- Student will work two days a week doing case management, one afternoon/evening at the house, one afternoon/evening at the crisis unit, and one day at the adult treatment program.
- Student responsibilities in case management include aiding the coordinator of community support programs in appraising referrals and obtaining information about clients' strong and weak points from the clients' support groups.
- Administer the Strong Interest Inventory to students, and summarize the results.
- Co-lead group therapy sessions.
- Write case reports.
- Attend weekly staff meetings.

Means to evaluate practicum objectives: Add any additional evaluation procedures.

Site supervisor responsibilities: Make sure your site supervisor agrees with these responsibilities. Add any additional supervisor responsibilities.

Signatures: Make sure you and your site supervisor read and agree to all items listed in this agreement. Sign and date the agreement and submit it to Dr. Karraker. Dr. Karraker will review and sign the form, and give you a Course Registration Approval Form. You must submit the form to Admissions and Records to complete your registration for the course. Two copies of your signed agreement will be mailed to you prior to the start of your placement or given to you at the first meeting. One copy should be given to your site supervisor and the other copy is for your own records.

Additional information

Approximately one to two weeks prior to the start of the semester or summer session during which you will be participating in this course, you will receive a letter giving you further instructions concerning the requirements for the course. During the fall and spring semesters, students are required to attend several meetings. The times for these meetings is listed in the course schedule. The first meeting will be during the first week of classes. No meetings are required during the summer. Weekly assignments for the course must be completed through WebCT on the World Wide Web; thus, computer access is necessary for this course.

If you are participating in a placement more than 50 miles from Morgantown and will not be using resources on campus (Mountainlair, library, etc.), you may be able to have your on-campus fees waived. Contact Dr. Karraker well in advance of the semester or summer session if you wish to pursue this option.

Questions

Any questions about the Psychology 491 program should be directed to Dr. Katherine Karraker: (304) 293-2001, extension 31625; kkarrake@mail.wvu.edu; Department of Psychology, West Virginia University, P.O. Box 6040, Morgantown, WV, 26506-6040.

PSYCHOLOGY 491 - PROFESSIONAL FIELD EXPERIENCE
 West Virginia University - Department of Psychology
PRACTICUM AGREEMENT FORM

Student information (during practicum):

Name _____ SSN _____

Address _____

Phone _____ e-mail address _____

Parents' phone _____

Site supervisor information:

Supervisor name/title _____

Agency _____

Phone _____ e-mail address _____

Mailing address _____

Practicum coordinator information:

Fall: Dr. Katherine Karraker, Department of Psychology, West Virginia University, P.O. Box 6040, Morgantown, WV, 26506-6040, (304) 293-2001 X31625, kkarrake@mail.wvu.edu

Summer: Dr. Deborah Jones, same address, (304) 293-2001, x31663, Deborah.Jones@mail.wvu.edu

Student work schedule:

Agreement is for: ___ Fall ___ Spring ___ Summer (Circle one: I, II, both) Year: _____

Dates practicum will begin and end _____

Student will work _____ hours per week (_____ total hours) and receive _____ credits
 (Summer only: credits in Summer I _____ / credits in Summer II _____)

Is this course serving as the student's capstone experience? ___yes ___no

Initial work schedule (enter start and stop times for each day):

Monday _____ to _____	Friday _____ to _____
Tuesday _____ to _____	Saturday _____ to _____
Wednesday _____ to _____	Sunday _____ to _____
Thursday _____ to _____	

Vacation days allowed by site _____

Brief description of the practicum site (structure, goals, clients served, etc):

Student's entry level skills (relevant course work and volunteer/paid experiences):

Practicum objectives (student-defined goals for practicum):

Means to achieve practicum objectives (outline of work assignments as jointly determined by the student and site supervisor):

Means to evaluate practicum objectives:

1. Student will meet regularly with site supervisor to receive evaluative feedback concerning student's performance.
2. Site supervisor will provide a written evaluation of the student's performance at the end of the practicum and at other times if requested.
3. Practicum coordinator will provide evaluative feedback on activities listed in the course syllabus (reports, papers, attendance at meetings, etc.)
4. List any additional evaluation procedures:

Site supervisor responsibilities:

1. Provide work assignments that will enhance the student's knowledge of psychology and/or related applied professions, and provide directly supervised paraprofessional experiences (e.g., assessment, therapy, case management, treatment planning, etc.)
2. Provide the student with sufficient work assignments to both fill the agreed number of practicum hours and provide a worthwhile learning experience. "Busy-work" will be kept to a minimum.
3. Meet directly with the student for at least one hour each week to provide supervision and feedback regarding work assignments.
4. Provide a written evaluation (using form to be provided) of the student's performance at the end of the practicum.
5. Contact the practicum coordinator (Dr. Karraker) as soon as possible if questions arise or the student's performance appears not to be adequate.
6. List any additional site supervisor responsibilities:

Practicum coordinator responsibilities:

1. Be available to discuss and assist with administrative problems, if such arise.
2. Provide final approval of the Practicum Agreement, making recommendations for amendments if necessary.
3. Provide feedback on assignments specified in the course syllabus.
4. Manage administrative aspects of course requirements, assigning course credits, and grades.

Student responsibilities:

1. Perform the tasks listed on this agreement, assigned by the site supervisor, and/or listed in the course syllabus.
2. Inform the practicum coordinator immediately of any problems arising related to the practicum.

Signatures (a signature below indicates acceptance of this agreement - must be signed by all parties to be valid):

Student: _____ Date:

Site supervisor _____ Date:

Practicum coordinator _____ Date:

A copy of this signed Practicum Agreement Form is to be provided to the student, the site supervisor, and the practicum coordinator.

Psychology 491, Field Experience
WORK SAMPLE GUIDELINES

Overview

The work sample is a 5-7-page paper that integrates your field experience activities with additional information. The purpose of this assignment is for you to learn more about some aspect of your placement than you are learning simply through your work. Thus, you will need to seek information from such sources as clients' files (if you are allowed to see them), interviews with agency staff, agency manuals and other printed materials, assessment manuals, and/or library references. In addition to this information, you are expected to relate your observations and activities to some aspect of psychological research by integrating information from a professional reference into your work sample. The work sample, therefore, should include, but also go beyond, reporting what you are doing in your placement.

Specific guidelines and requirements

1. Work sample options. The options for work samples include a case summary, report on an assessment device or treatment procedure, report on a program evaluation procedure, description of the goals and activities of your agency, or another option of your choosing. Select the option that will best facilitate your learning and contribute to your benefitting from your placement. The specific sections to be included in each option are provided below. Additional guidance is provided in the work sample templates available on WebCT.
2. Formatting. The work sample should be 5 to 7 pages of double-spaced text (not counting the cover page and references), using a 12-point font size and 1-inch margins. The cover page should contain a title (make sure the title indicates what type of work sample you are submitting, such as a case summary or description of an assessment device), your name, the course name (Psychology 491, Field Experience), and the date. Number the pages of the report, beginning with the cover page, in the upper right-hand corner. Staple the pages of the report in the upper left-hand corner. Label each section of the report. See the templates provided on WebCT for formatting examples.
3. Information sources. You will need to obtain information for your work sample from at least a couple of sources. These sources may include clients' files (if you are allowed to see them), interviews with agency staff, agency manuals and other printed materials, assessment manuals, and/or library references. In addition, you are required to **incorporate information from at least one reference from a scientific journal or professional book (not a magazine, textbook, or web site) that reports on research relevant to your topic.**

Any information included in your work sample that does not come from your own thinking or experiences must have the source properly identified and an APA style reference must be provided for publicly available resources.

4. Proper referencing. The paper must be the original work of the student, with proper citation and reference being made to the work of others. Refer to the APA Publication Manual, access the links on WebCT concerning writing, or consult your instructor with questions about referencing and citation. APA style references are needed for articles, books, chapters, and web pages. If you get information from an individual, a client file, or unpublished materials from your work site (such as a brochure or program description), you do not need to provide a reference, but you do need to make the source of your information clear in your writing. Following are some examples:

According to the client's file,...

Information in this paragraph was obtained from the program brochure that is distributed to potential clients.

I interviewed xxxxx for this report. He/she reported that...

Note that properly identifying the source of information does not allow you to copy the source's words. See the information on plagiarism and academic integrity in the syllabus and on WebCT.

5. Personalization. Another very important component of the work sample is your personal reaction to the work that you are doing. The work sample provides you with an opportunity to think about an aspect of your practicum experience, describe that experience, and discuss your response to it. You should describe your role in the treatment of a particular case, the implementation of a training program, the conduct of outreach activities, etc. Describe what you are doing and what you think about it. Provide your own critical evaluation of whatever you describe in your work sample. Also relate your observations and analyses to the concepts and knowledge you have acquired through your previous psychology courses.
6. Labeling clients. Use "person-first" language. That is, do not refer to a client as "a schizophrenic" or as being "retarded" or "mentally ill." Instead, refer to the person first, then any disorder with which they have been diagnosed. For example: "John, who is diagnosed with schizophrenia;" "the clients are experiencing chronic mental illness;" or "Susan functions in the severe range of mental retardation." This is proper professional style and avoids the problems of labeling people.
7. Confidentiality. All identifying information must be deleted from reports in order to protect the confidentiality of clients, agencies, and professionals. See the section on confidentiality in the syllabus for further information. Also, do not submit any copies of actual client records as part of your report, except as noted in the following section.

8. Copies of information sources. You must provide a photocopy or printout (in the case of information taken from the web) of any sources, published or unpublished, that you use in your report. These will be returned to you. In the case of long chapters or books, you may submit only the portion you used. Highlight the sections you took information from for your report. If you obtain information from client records, attach a copy of the information you obtained, **with all identifying information blacked out or otherwise removed**. Check with your supervisor to make sure they approve of your submitting client records to me in this manner. If you take information from client records but are not allowed to provide me with a copy, please note this in your report.

9. Automatic deductions. Points will automatically be deducted in the following cases:
 1. Length shorter than 5 pages or longer than 7 pages of text (not counting the cover page and references) - minimum of 1 point deducted.
 2. Lateness - 2 points per day deducted.
 3. Use of direct quotes (with proper use of quotation marks and referencing) - minimum of 1 point deducted. [REMINDER: Although properly cited direct quotes are allowed in scientific writing, you are asked not to include direct quotes in this report. Everything you write in this report should be in your own words.]
 4. Use of direct quotes (without proper use of quotation marks and with or without proper referencing) - student will be charged with plagiarism; penalty ranges from a reduced grade on the assignment to an unforgivable F in the course.
 5. Failure to use or identify the use of pseudonyms - minimum of 1 point deducted.
 6. Failure to identify the source of information included in the report - minimum of 1 point deducted.
 7. Failure to label each section of the report - minimum of 1 point deducted.
 8. Failure to include a professional reference source - minimum of 4 points deducted.
 9. Failure to provide copies of sources cited - paper will not be graded until these are provided, with 2 points per day deducted for lateness.

Work sample options

1. Case summary. Provide a summary and analysis of one of the clients with whom you are working. Include the following labeled sections (section titles are underlined), as appropriate:
 - \$ Context (a brief description of your placement, including the functions of the agency and your responsibilities)
 - \$ Description of the client (age, sex, ethnic group, family history, current living arrangement, assessment information, source of referral, presenting problem, etc.)
 - \$ Description of the problem (both the label and the specific behaviors involved in the problem, environmental events causing and maintaining the problem, etc.)

- \$ Treatment objectives (the desired outcome behaviors, etc.)
- \$ Therapeutic plan
- \$ Outcome of the plan (to date)
- \$ Your role in the client's care and treatment
- \$ Your critical evaluation of the assessment and treatment of the client
- \$ Relation to what you have learned in previous psychology courses
- \$ Any other sections you think are relevant (optional)
- \$ Conclusion

Much of this information should come from your direct knowledge about the client, but you should also seek additional information. Acknowledge information taken from client records ("According to the client's file...") or learned from other people ("According to the client's therapist..."). Note that you also need to include at least one professional reference in your report (see item 3 in the guidelines provided above).

2. Report on an assessment device or treatment procedure. Describe a specific assessment or treatment with which you are working. Include the following labeled sections (section titles are underlined), as appropriate:

- \$ Context (a brief description of your placement, including the functions of the agency and your responsibilities)
- \$ A summary of the assessment or treatment (include references as appropriate)
- \$ Positive and negative aspects of the assessment or treatment
- \$ Use of the assessment or treatment by the agency you work with
- \$ Your experiences with the assessment or treatment
- \$ Your critical evaluation of the assessment or treatment
- \$ Relation to what you have learned in previous psychology courses
- \$ Any other sections you think are relevant (optional)
- \$ Conclusion

Note that you also need to include at least one professional reference in your report (see item 3 in the guidelines provided above). This reference must be in addition to the manual for the assessment device or treatment procedure.

3. Report on a program evaluation procedure. Describe a program evaluation conducted by you or someone else at your site. Include the following labeled sections (section titles are underlined), as appropriate:

- \$ Context (a brief description of your placement, including the functions of the agency and your responsibilities)
- \$ A summary of the program evaluation procedure
- \$ A summary of the program evaluation results
- \$ How the program evaluation is being used or will be used
- \$ Your role in the program evaluation
- \$ Your critical evaluation of the program evaluation

- \$ Relation to what you have learned in previous psychology courses
- \$ Any other sections you think are relevant (optional)
- \$ Conclusion

Note that you also need to include at least one professional reference in your report (see item 3 in the guidelines provided above).

4. Description of the goals and activities of the agency. Describe the goals and activities of the agency for which you work. Be very careful to make the sources of your information clear. Include the following labeled sections (section titles are underlined), as appropriate:

- \$ Context (a brief description of your placement, including the functions of the agency and your responsibilities)
- \$ Goals (or functions) of the agency
- \$ History or background of the agency
- \$ Activities of the agency
- \$ Your role in the agency
- \$ Your critical assessment of the success of the agency in meeting its goals
- \$ Relation to what you have learned in previous psychology courses
- \$ Any other sections you think are relevant (optional)
- \$ Conclusion

Note that you also need to include at least one professional reference in your report (see item 3 in the guidelines provided above).

5. Other. See your instructor for approval and guidelines.

PSYCHOLOGY 491 - PROFESSIONAL FIELD EXPERIENCE
West Virginia University - Department of Psychology
SUPERVISOR EVALUATION OF PRACTICUM STUDENT

Name of student _____

Supervisor

Agency

Thank you again for your help in supervising this student's practicum. Your evaluation of the student's performance is very important in determining the student's grade for the course. I also encourage you to review your evaluation with the student so they can benefit from your feedback. Please complete and return the evaluation to me by:

FRIDAY, DECEMBER 5, 2003

Send to:

Katherine Karraker, Ph.D.
Department of Psychology
West Virginia University
P.O. Box 6040
Morgantown, WV 26506-6040

FAX (304) 293-6606
TELEPHONE (304) 293-2001 X31663
E-MAIL KKARRAKE@MAIL.WVU.EDU

When completing this evaluation, please keep in mind that the student is an undergraduate Psychology major. Rate the student in comparison with other such students, not in comparison with experienced graduate students or agency staff.

Please provide a brief list of the activities the student engaged in this semester:

Approximately how much time **per week** did you spend with the student? _____ hours

Describe the nature of your contact with the student:

Besides direct contact with the student, on what other sources of information are you basing your evaluation (e.g., feedback from others, written work)?

Please use the following scale to answer each item. Comments may be written next to the item or at the end of the form.

NA = Not Applicable or not enough information to form a judgment.

1 = Far Below Expectations - needs much improvement, a concern

2 = Below Expectations - needs some improvement to meet standards

3 = Acceptable - meets standards at average level for practicum students

4 = Above Expectations - performs above average level for practicum students

5 = Far Above Expectations - a definite strength, performs well beyond average levels for practicum students

Basic Work Requirements

Arrives on time consistently

Uses time effectively

Informs supervisor and makes arrangements for absences

Reliably completes requested or assigned tasks on time

Completes required total number of hours or days on site

Is responsive to norms about clothing, language, etc., on site

Ethical Awareness and Conduct

Possesses knowledge of general ethical guidelines

Possesses knowledge of ethical guidelines applicable to the practicum site

Demonstrates awareness and sensitivity to ethical issues

Behaves consistently with ethical guidelines

Preparation of Student before Beginning Practicum

Had adequate background knowledge about client population at beginning of practicum

Had adequate background knowledge about treatment approaches (or consulting strategies, problem-solving approaches, etc.) at beginning of practicum

Possessed relevant skills at beginning of practicum

NA = Not Applicable

1 = Far Below Expectations

2 = Below Expectations

3 = Acceptable

4 = Above Expectations

5 = Far Above Expectations

Learning during Practicum

Is receptive to learning when new information is offered

Actively seeks new information from staff or supervisor

Shows the ability to learn and understand new information

Has acquired an understanding of concepts, theories, and information

Shows the ability to apply new information in practicum activities

Has obtained an appropriate level of knowledge and skills during the practicum

Response to Supervision

Actively seeks supervision when necessary

Is receptive to feedback and suggestions from supervisor

Understands information communicated in supervision

Successfully implements suggestions from supervisor

Is aware of areas that need improvement

Shows willingness to explore personal strengths and weaknesses

NA = Not Applicable

1 = Far Below Expectations

2 = Below Expectations

3 = Acceptable

4 = Above Expectations

5 = Far Above Expectations

Interactions with Clients

Appears comfortable interacting with clients

Initiates interactions with clients

Communicates effectively with clients

Builds rapport and respect with clients

Is sensitive and responsive to clients' needs

Is sensitive to cultural, age and gender differences

Interactions with Coworkers

Appears comfortable interacting with other staff members

Initiates interactions with staff

Communicates effectively with staff

Effectively conveys information and expresses own opinions

Effectively receives information and opinions from others

Work Products

Reliably and accurately keeps records

Written or verbal reports are accurate and factually correct

Written or verbal reports are presented in professional manner

Reports are clinically or administratively useful

General

Overall, what would you identify as this practicum student's strong points?

What would you identify as areas in which this practicum student needs improvement?

Are there any ways in which the Department of Psychology could better prepare students for practicum placements at your site?

To your knowledge, did the student complete the number of hours of work indicated as required in his or her Practicum Agreement Form?

Yes.
 No. Please explain: _____

Based on your experience with this student, would you hire this student?

Yes, I already have or am planning on offering a position to this student.
Yes, I would hire this student if any positions were available.
No.

Please assign a numerical grade to this student's performance using a 100-point scale where 90-100=A, 80-89=B, 70-79=C, 60-69=D, and less than 60=F.

Points (0-100): _____ Letter grade: A B C D F

Are you willing to supervise additional undergraduate practicum students in the future?

Yes No

Supervisor's Signature

Date

Please attach a record of the times the student worked with this form. Thank you for your time in supervising this practicum student and in completing this evaluation.