

Internship Seminar Syllabus
Rutgers University
Fall Semester 2014
01:830:439/494

Internship and Seminar in Applied, School, and Community Psychology
Course number: 830:493, 830:494

Instructor: Dr. Marina Gelfand
Time: **Monday 6:30-9:00 p.m.**
Location: **Tillett Hall room 103B**

Office: Tillett Hall room 315
Office hours: Tuesday 1:45-2:45 and by appointment
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Required Texts

Brendtro, L., Brokenleg, M., & Van Bockern, S. (2002). *Reclaiming youth at risk: Our hope for the future* (Rev. Ed.). Bloomington, IN: National Education Service. ISBN 1879639866 or 187963905X

Sweitzer, H.F. & King, M. (2004). *The successful internship: Transformation and empowerment in experiential learning* (2nd ed). Belmont, CA: Brooks/Cole-Thompson. ISBN 0534558798

Additional readings will be available on Sakai

Course Goals

This is a writing-intensive 400-level course that accompanies a 2- or 3-day per week internship placement (companion course 830:493). This course has three over-arching goals:

- 1) For interns to develop skills and knowledge related to the field of psychology in general – to improve skills and deepen their understanding in the areas of assessment, counseling, professionalism, psychological theory and intervention, civic responsibility, focus on community, etc.
- 2) For interns to develop skills and knowledge in areas specific to the site setting or population – e.g. special education, trauma, cognitive impairment, inpatient milieu, etc., in addition to understanding and analyzing the sites' organizational structure.
- 3) For interns to process their own feelings and experiences as they proceed through the internship (and to share with their classmates so that all interns benefit from the experiences of the other), increasing self-awareness and understanding of others.

Students accepted into the program are expected to function as participant/conceptualizers. In this role, they will be working to:

1. improve their observational and analytic skills with respect to the functioning of the organization in which they are placed.
2. learn to interact effectively with professional staff and clients.
3. develop consultation skills and skills in interacting with community agencies and groups.
4. learn to effectively use individual and/or group supervision.
5. understand the placement setting as a system, including the interrelationship of the setting with the community.
6. acquire specific professional skills essential for beginning career roles in the settings in which they are placed.
7. familiarize themselves with positive mental health practices and primary and secondary prevention of behavioral, social, and emotional difficulties, and begin to learn how to implement these approaches.
8. expand and broaden their appreciation of the multiple roles of the professional in a human service setting.
9. understand their strengths and weaknesses in the study and practice of applied, school, and community psychology.
10. stimulate their awareness and careful planning of future career goals.

Seminar Course Policies

Attendance

Students are expected to attend all scheduled seminars at the University. If you cannot attend, you must email/call in advance, as well as follow up on what was missed by getting notes from a classmate. Students are expected to come to class having reviewed their written journals, completed the assigned readings, and prepared to hand in written assignments. You are allowed one unexcused absence.

Arriving late/leaving early

You are expected to arrive to class on time and stay for the length of the class. If you do need to arrive late or leave early, please do so in the least disruptive manner possible.

Class participation

There will be considerable time allotted in class for students to share their experience at their respective placement settings. It is expected that students will both contribute to these discussions as well as provide feedback to their peers. At the end of the semester, an oral presentation of a work sample and reactions to others' presentations will be required. Participation is an integral component of the course.

Communication

Given the nature of the internship, there is frequent communication between all parties involved. Students are expected to respond to communication from the site and from the Internship Coordinator in a timely manner. Failure to do so will lower both your seminar grade and your internship grade.

MAKE SURE to read e-mails and announcements on Sakai. This is a fluid class due to changes in pacing and there may be important changes and clarifications in assignments and readings. You are responsible for all changes announced.

In the event of inclement weather, if you do not hear from me, assume that class is on as scheduled. I will always make an announcement on Sakai if class is cancelled.

Submitting Assignments

Assignments should be submitted in hardcopy form in class on the day they are due. If you will not be in class for whatever reason, you should submit the assignment *ahead of time* to the psychology department office in Tillett Hall, Livingston campus. Please have one of the department secretaries place it in my box. Staff office hours are 8:30-4:30, closed 12-1 for lunch.

A copy of your assignment should also be uploaded to drop box in Sakai.

Grading

Students received separate grades for seminar performance and placement performance. The seminar, 830:494, is worth 3 credits. The internship component depends on how many days students are interning at the site (3 credits for two days, 6 credits for three days).

All assignments in the seminar are graded on a check plus, check, check minus scale. In order to receive a check plus, assignments must: follow the assignment guidelines, stay within the page specifications, and be written in your own words, well written (no grammatical errors, etc), typed, and handed in on time. If you receive a check minus, you will be asked to redo the assignment.

Seminar grading

Seminar requirements and grade breakdown:

Applied Readings: 15%

Self-assessment and Learning Goals: 15%

Organizational Assessment: 15%

Crossover Interview: 15%

Oral Presentation/Work Sample: 15%

Final Reflection Paper: 25%

Internship performance grading

Placement Performance: Students will be evaluated by their on-site supervisors twice during the semester: once informally mid-semester, and once formally, in writing, at the end of the semester. Students also be evaluating themselves twice and commenting on their supervisors' evaluation. Final internship grades will be based on the final evaluation form (with student comments), students' self-evaluation of performance at the setting, progress made on learning goals, and input to the Internship Coordinator from staff at the placement setting. In addition to clinical performance, matters of professionalism will be extremely important in the evaluation process (punctuality, confidentiality, abiding by site rules and regulations, etc.).

Cheating and plagiarism

Cheating and plagiarism are taken very seriously at Rutgers. Please familiarize yourself with the policy: <http://ctaar.rutgers.edu/integrity/policy.html>. It is your responsibility to avoid plagiarism, which is becoming all too common, intentionally and accidentally, in this age of digital, cut and pasted, copied, and relabeled media. See <http://gervaseprograms.georgetown.edu/honor/system/53377.html> - it is an excellent resource about plagiarism.

Counseling

College can be an overwhelming time. This class can also trigger strong emotions. If you find yourself having a difficult time coping, please refer to <http://rhscaps.rutgers.edu/> where you can see an overview of support services available at Rutgers.

Course Schedule

By continuing your enrollment in the course, you are accepting the terms of this syllabus.

Date	Topic	Assignment Due
9/8/14	Introduction, entry, requirements Stages of Fieldwork	Stages of Fieldwork chapter Sweitzer and King chapter 1
9/15/14	Beginning internship: the first week	Submit Self-Assessment Submit letter of confirmation
9/22/14	Understanding yourself	Submit Learning Goals Sweitzer and King chapters 2, 3, 4, 5
9/29/14	Understanding your site: clients, colleagues, supervisor	Sweitzer and King chapters 6 and 7 Informal personality inventories
10/6/14	Graduate school and other practical issues	<i>Submit Applied Reading #1 (provided by site)</i> Reclaiming Youth at Risk – 1-68
10/13/14	Reclaiming Youth – discussion and implications	<i>Submit Applied Reading #2 (book)</i> Reclaiming Youth at Risk pp. 69-138
10/20/14	Getting to know your site: organizational structure	Sweitzer and King Chapters 8 and 9 Lauffer reading Sarason reading
10/27/14	Ethics and boundaries Disillusionment phase	<i>Submit informal Supervisor Form summary and mid-semester Self Evaluation</i> <i>Submit Learning Goals progress report</i> Skim Ethical Principles Sweitzer and King chapters 10 and 13
11/3/14	Social-emotional learning strategies	<i>Submit Organizational Assessment</i> Readings by Dr. Maurice Elias
11/10/14	Techniques and Interventions Competence phase	Sweitzer and King chapters 11 & 12 Feiver Chapter on Helping
11/17/14	Multiculturalism	<i>Submit applied reading #3 (your choice)</i> Gerig chapter on multiculturalism
11/24/14	Student Presentations	
12/1/14	Student Presentations Getting ready to wrap up	<i>Submit Crossover Interview</i> <i>Submit presentation work sample</i>

		Reread Stages of Fieldwork chapter Sweitzer and King chapter 14
12/8/14	Student Presentations (if needed) Saying goodbye	<i>Submit Final Reflection Paper</i> <i>Submit Supervisor Evaluation and reaction</i> <i>Submit Self Evaluation</i> <i>Submit Letter of Completion</i>

Course Requirements

1. Letter of Confirmation

Obtain a letter from your supervisor, on agency letterhead, in this format:

This letter is to confirm that _____ has been accepted as an Intern for the _____ semester at _____. He/She will work _____ (specify days, hours) and the approximate date of completion is _____ (last day of classes at Rutgers – May 13). His/her primary supervisor will be _____. Duties will include _____:

2. Journal

Each student is expected to keep a journal or log of experiences at their setting. This journal is a place to enter questions, comments, elation, frustration, emotional reactions, observations – anything that strikes you as worth reflecting about or remembering. Some entry must be made on **each day** you are at your internship setting. Journals should be reviewed to prepare for weekly seminars and on-site supervision. They should also be used for completing your final paper. They will not be collected, to ensure your uninhibited honesty. You may, of course, elect to show your journal to the Internship Coordinator and/or on-site supervisor, with complete confidentiality.

3. Applied Readings

You will be asked to do Applied Readings by the Coordinator that are highly specific to your placement setting's activities. While most of these will be given to you by me or by the site, at least one of these will be chosen by you. Readings must be journal articles, books, or chapters and must be approved in advance. They cannot be pamphlets. If they come from the internet, they must be from journals or from professional websites. If you are not sure if something is appropriate, check first. Otherwise, you may have to do another reading. Note that these readings are not intended to replace readings that your on-site supervisor may give you. Those are of special importance and can be readings of any kind. For the internship seminar, the goal is to ensure that you are reading within the established professional literature regarding your placements. Two applied readings will be provided by the site, one will be based on one of our books, and one will be chosen by you related to your placement site.

For each assigned applied reading on the syllabus, submit a summary of the reading **AND** a **2 page** discussion of how the reading applies to your particular setting or activities.

4. Self-Assessment

This is a 2-3 page assessment of yourself as you begin the internship. Using your knowledge of yourself, describe what aspects of the internship and seminar may be most challenging for you, and what aspects you will likely excel in. Briefly discuss what you can do to address the areas that may be more challenging. This assignment ties in to the next assignment, Learning Goals. You should choose at least one or two of the areas that are difficult for you to work on as goals.

5. Learning Goals

List in specific behavioral terms the knowledge, techniques, understanding, attitudes, or skills you wish to obtain during the Internship. Include goals for the seminar as well as the placement. **List no more than 6 goals.** For each goal, list the specific steps you will take toward accomplishing it -- this is your action plan. Finally, for each step in the plan, list a target completion date. Use the following as a guide. Keep a copy for your reference. See example:

Goal	Action Plan	Date
1. to learn about family therapy	1. arrange to observe session or see videotape	2/1
	2. ask supervisor and coordinator for readings	2/6
	3. obtain readings and begin	2/13
	4. discuss observed session	2/15
2. to interact with staff in a more confident and professional manner	1. observe staff interactions	2/1
	2. discuss issue with supervisor	2/6
	3. Make short statement or comment at informal meeting	3/13
	4. raise agenda item or issue at formal meeting	3/23

6. Learning Goals Progress Report

Begin with a specific listing of accomplishments toward meeting the learning goals as previously stated. Discuss briefly any obstacles or other relevant issues. Then submit current learning goals using the format above. Revisions can be in the goals, number or nature of action steps, dates, etc. Keep a copy for your reference.

7. Organizational Assessment

Using Chapters 8 and 9 in Sweitzer and King as well as handouts, this task involves:

(a) Briefly describe the history and mandate of your setting. Why was this department, school, program, or classroom created? What is their mission/goals? Who provides funding for the agency, and is it public, private nonprofit, or for profit? (2 pages)

(b) Construct a formal organizational chart of your setting with written explanation as needed. Also include a graphic depiction (e.g. chart, picture) and summary, of a “zoom-out” - of where your site fits into the bigger picture (2 pages).

(c) Using readings, interviews, and your own observations, analyze your setting from an organizational/systems perspective (3-4 pages).

(d) conclusions or other observations (1 page, can be bullet points).

8. Crossover Interview

You will be asked to interview someone in your setting who is working at an organizational level that is higher than your supervisor; ideally, this person will be a director or other leader. This person may be a staff member, director, board member, etc. Submit a 2-3 page summary of the interview and its career implications for you.

9. Work Sample

The work sample is an oral report lasting between 20 and 30 minutes, depending on the number of students presenting. **Because the work sample is designed to simulate a professional conference presentation, strict time limits will be imposed.** Different formats will be provided appropriate to your specific setting. The objective of this assignment is for you to teach your classmates some specific skills (conceptual and/or practical) that you apply in your internship setting. Examples include a case presentation; conducting a workshop on funding or advocacy; teaching how to score and interpret a psychological assessment. A 2–3 page typed, double–spaced summary of your presentation should also be submitted no later than the time of your report. Sometimes members of the same setting or related settings can collaborate on a Work Sample presentation. Keep a copy for your records.

10. Final Reflective Paper

Reflective Paper: This paper will integrate students' experiences and growth in several areas, including (a) academic knowledge; (b) application of techniques; and (c) personal and professional competence. The paper should also reflect one's understanding of the setting & the relationship of the setting to the wider community.

The reflective paper is intended to help you integrate your experiences as an Intern. Write it as if you were talking to a prospective Intern about your experiences, to convey something of the process and the highlights. The following areas should be included: academic learning, applied techniques, personal and professional growth, your evolving understanding of yourself, and your evolving understanding of the agency, as well as the relationship of the agency to the larger community. For all these areas, the reader should be able to detect concepts discussed in class, ideas from required or other readings, specific situations, interactions, and persons that influenced the Intern's learning, and some reflection on where the Intern "began" and progressed to during the semester. The "Stages of Fieldwork" article should be quite useful in organizing this.

Think about and address these questions:

1. How effective is your organization at meeting its goals (how does the organization determine its goals and measure its effectiveness)?

2. What would you recommend for improving your organization's effectiveness? What would you do differently if you were your supervisor and/or someone in a director's position in the agency? Why?

The reflective paper is not a research project and should draw from your internship experiences as well as your experiences with other courses at Rutgers. The paper should be about 10-12 typed double-spaced pages. At least 2-3 pages should be devoted to your reflections about what you have learned about yourself as a person and a future professional and should include some comment about what you did that you are most proud during the Internship, what you found most surprising, and what if anything you might have done differently.

11. Letter of Completion

Before concluding the Internship, have your supervisor provide to you a brief typed letter, on agency letterhead, stating that you have successfully completed your internship, from date _____ to date _____, and that your work was supervised by _____. **YOU ARRANGE WITH YOUR SUPERVISOR TO GET THIS LETTER FOR YOURSELF AND KEEP IT** so you can attach to your resume and applications for graduate school and jobs. Please provide me with a copy.

12. Evaluation

The following procedure will be used for evaluation purposes:

Print out 3 copies of the Evaluation forms from the class Sakai web site:

Copy #1: This will be a self-evaluation **for YOU to fill out** about your performance thus far. In addition to scoring yourself on different areas, please include written comments. You will hand this in; see due date on syllabus.

Copy #2: This form will be used as a format that can **guide your discussion with your supervisor so you can get mid-semester feedback**. See date on syllabus when this feedback discussion should be conducted. **DO NOT** have supervisor fill out form at this time. The purpose of this mid semester evaluation is to discuss strengths, areas of improvement, etc.

Copy #3: This is to be completed by your supervisor and **handed in during the last seminar** (offer your supervisor the electronic copy of the evaluation in case he or she would like to type it). In addition to your supervisor filling out this form, you should include your reactions, in paragraph or bullet point format in an attached document. The purpose of this is to get your reactions about what your supervisor wrote - what you agree or disagree with, overall reactions to feedback, etc.