Internship Seminar Syllabus
Rutgers University
Spring Semester 2017
493 and 494

Internship and Seminar in Applied, School, and Community Psychology

Instructor: Dr. Marina Gelfand
Time: 494:01: Monday 4:00-6:00 p.m (Tillett 505)
494:02: Monday 6:00-8:00 p.m. (Tillett 103A)
494:03: Monday 8:00-10:00 p.m. (Tillett 103A)
494:04: Tuesday 10 a.m.-12 p.m. (Tillett 505)

Office: Tillett Hall room 315
Office hours: Monday 3-4 and by appointment
E-mail: marina.gelfand@rutgers.edu
Phone: 848-445-1993

Required Texts


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. If you cannot attend, you must email 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. **Students are allowed one absence.** Two instances of arriving late or leaving early are counted as one absence. If you miss more than one half hour of class, it is considered an absence.

Important announcements are made in class (particularly at the beginning and end) including information about changes in schedule or assignments, clarifications, special instructions, etc. If you are absent, make sure to check in with a peer for updates.
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 know you will not be in class, submit the assignment ahead of time to the psychology office in Tillett Hall, Livingston campus. Please have one of the department secretaries place the assignment 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. This is a critical component of your final grade. If an assignment is not in your Drop Box, it will be graded as though it was not completed.

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).

To receive a maximum seminar grade, all assignments should be handed in on time and in duplicate (as noted above – dropbox and hard copy), follow assignment guidelines, stay within page specifications, and be well written with no significant grammatical errors or typos. If the assignment does not meet specifications or is written poorly, it may be necessary to resubmit it.
Seminar grades will be lowered for:
- More than one absence
- Multiple instances of arriving late or leaving early
- Poorly written assignments, either with respect to content or to style/presentation (grammar, spelling, typos, etc.)
- Assignments that do not follow directions and guidelines, or are missing key elements
- Assignments that are turned in late
- Poor communication (e.g. not responding to e-mails)
- Assignments turned into Dropbox late or not at all

**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 will also be evaluating themselves twice and commenting on their supervisors' evaluation. Final internship grades will be based on the supervisor evaluation, students' self-evaluations, 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](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](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/](http://rhscaps.rutgers.edu/) where you can see an overview of support services available at Rutgers.

**Course Requirements** (please double-space all assignments)

1. **Letter of Confirmation**
Obtain a letter from your supervisor, on agency letterhead, in this format (approximate end date is fine – no earlier than second week of May):

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 _________________. 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 Reading**
   You will be asked to do an Applied Reading that is specific to your placement setting's activities. Readings must be academic journal articles, books, or chapters. They cannot be pamphlets, blog posts, “pop psychology” articles, etc. 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.

   For the assigned applied reading on the syllabus, 1) submit a brief summary of the reading, 2) discuss your reaction to the reading, and 3) discuss how the reading applies or does not apply 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 very specific behavioral terms the knowledge, techniques, understanding, attitudes, or skills you wish to obtain during the Internship. List no more than 6 goals, and VARY your goals. At least one goal should be related to the seminar. 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 a column format. Make sure to include goals in different domains.

   Example:

<table>
<thead>
<tr>
<th>Goal</th>
<th>Action Plan</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. to learn about family therapy</td>
<td>1. arrange to observe session</td>
<td>2/1</td>
</tr>
</tbody>
</table>
or see videotape
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

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.

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? Is it public, private nonprofit, or for profit? etc. (2-3 pages)

(b) 1. Construct a formal organizational chart of your setting with written explanation as needed. 2. Include a graphic depiction (e.g. chart, picture) and summary, of a “zoom-out” - of where your site fits into the bigger picture (2-3 pages).

(c) Using readings, interviews, and your own observations, analyze your setting from an organizational/systems perspective (5-6 pages).

(d) conclusions, summary (1 page).

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 15-20 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.

9. Legacy Project
You will be asked to select a small applied project to work on during your time at your internship. This project should be selected in conjunction with your supervisor, and should be something that will help the site in a measurable (albeit small) way. More information will be given on this in class.

11. 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.
- **Course Schedule**

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

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<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Assignment Due</th>
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<tbody>
<tr>
<td>1/23/16</td>
<td>Introduction, entry, and requirements Stages of Fieldwork</td>
<td>Stages of Fieldwork article Sweitzer and King chapter 1</td>
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<tr>
<td>1/30/16</td>
<td>Beginning internship: the first week</td>
<td>Sweitzer and King chapter 5 Submit Self-Assessment</td>
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<tr>
<td>2/6/16</td>
<td>Understanding yourself and your placement setting: clients, colleagues</td>
<td>Submit letter of confirmation Submit Learning Goals draft Sweitzer and King chapters 3, 4, 6, 7</td>
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<tr>
<td>2/13/16</td>
<td>Understanding yourself and your placement setting - practical applications</td>
<td>Informal personality inventories</td>
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<td>2/20/16</td>
<td>THE RULE documentary and Reclaiming Youth – discussion and implications</td>
<td>Reclaiming Youth at Risk – 1-138 Watch The Rule</td>
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<tr>
<td>2/27/16</td>
<td>Getting to know your site: organizational structure</td>
<td>Submit Applied Reading Sweitzer and King Chapters 8 and 9 Lauffer and Sarason excerpts</td>
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<tr>
<td>3/13/16</td>
<td>NO CLASS – SPRING BREAK</td>
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<td>3/20/16</td>
<td>Multiculturalism</td>
<td>Gerig chapter on multiculturalism</td>
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<td>3/21/16</td>
<td>Social-emotional learning strategies</td>
<td>Submit Organizational Assessment Readings by Dr. Maurice Elias</td>
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<td>Date</td>
<td>Event</td>
<td>Readings</td>
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<td>4/3/16</td>
<td>Techniques and Interventions Competence phase</td>
<td>Sweitzer and King chapters 11 &amp; 12</td>
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<td>Student presentations begin</td>
<td>Faiver Chapter on Helping</td>
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<td>*Submit presentation work sample/applied</td>
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<td><em>project summary (on day you present)</em></td>
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<td>4/10/16</td>
<td>Visiting lecturer: Claire Dominick from Child Day</td>
<td>Readings TBA</td>
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<td>4/17/16</td>
<td>E-mail check in and Reflection</td>
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<td>4/24/16</td>
<td>Student Presentations</td>
<td>*Submit Crossover Interview</td>
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<td>Getting ready to wrap up</td>
<td>Reread Stages of Fieldwork chapter</td>
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<td>Sweitzer and King chapter 14</td>
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<tr>
<td>5/1/16</td>
<td>Student Presentations</td>
<td><em>Submit</em></td>
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<td></td>
<td>Saying goodbye</td>
<td>1. Final Reflection Paper</td>
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<td>2. Supervisor Evaluation</td>
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<td>3. Self Evaluations</td>
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<td>4. Summary of presentation and legacy</td>
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<td><em>project, if not already submitted</em></td>
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<td>5. Letter of Completion</td>
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