

PSYCHOLOGY 391

DIRECTED FIELD EXPERIENCE IN PSYCHOLOGY

Course Goals:

The purpose of the course is to offer the opportunity for advanced undergraduate psychology students to obtain experience in an agency or facility in the community where the services are informed by psychological principles. Enrolling in PSYC 391 provides a means of relating field experience to psychological principles and receiving academic credit for a field placement. Sites may include the American Red Cross, job facilitation programs for homeless adults, a women's shelter for victims of domestic abuse, an older adult health care center, and educational programs for at-risk children. The experience will be supervised by both an on-site professional and a USC faculty sponsor. The goal is to enable the student to acquire skills and knowledge that bridge the traditional classroom and the application of psychology in a community setting.

Course Description:

There are three components to the 391 experience, each of which must be completed in order to receive credit. First, you must identify a volunteer [non-paid] placement at a community agency that allows you to acquire applied experience in psychology. Students are expected to spend 40 hours (average of 3 hours per week) at that site over the course of the semester per unit of 391 credit (so 40 hours total for 1 unit, 80 hours for 2 units). Secondly, you will meet every other week with a faculty sponsor to discuss theory and research related to your placement experiences. You are encouraged to keep a weekly journal of your tasks on-site and questions or observations you want to raise with your faculty sponsor. Finally, at the end of the semester, you will turn in a 10-12 page paper to your faculty sponsor.

Finding a Placement

A list of possible placements is provided on the department website <<http://college.usc.edu/psyc/undergraduate/undergraduate-internships.cfm>>. If you do not find placement on this list that fits your goals, or you are interested in working at a site that is not on this list, you may contact the course coordinator, Dr. Danielle Keenan-Miller (keenanmi@usc.edu). Alternative Breaks sponsored by the Volunteer Center may in some circumstances qualify for the field experience. USC faculty members who are conducting research in the community may serve as both the on-site supervisor and the faculty sponsor. (Note that the department undergraduate advisors cannot help you to find a site beyond the information posted on the department website.) According to University rules, PSYC 391 credit is not given for performing work activities that the student would do anyway at a place of employment. See "getting enrolled" for more details.

Final Paper Assignment

You and your faculty sponsor will develop written plan for a 10-12 page paper in APA format due at the end of the semester. This paper should analyze psychological issues pertinent to your placement and relate your experiences to psychological research and theory. For example, if your site involved working with bilingual children, the paper might address themes of language and literacy and how relevant theories and research were put into practice at your site. If your site involves art therapy for at-risk youth, you might identify the research relevant to the use of art therapy and use case studies you witnessed to illustrate the successes and challenges of this approach as they are identified in the literature. Alternatively, your paper may explore issues like child or adolescent development, aging, substance use, or domestic violence, integrating the experiences you had at your field site, rather than focusing on the use of a

certain kind of intervention or treatment. The paper should integrate the field notes and related theory and research; thus, you will have been writing the paper over the course of the semester.

Grades

Your grade will be based on two components: your faculty sponsor's grade on the paper and other assignments provided by the faculty sponsor (50%), and your on-site supervisor's evaluation of your performance (50%).

Site Requirements

You are expected to maintain a professional and helpful attitude while on site. Individual sites may have specific requirements regarding the number of hours they expect per week and the days and times that you may volunteer. If their expectations are a poor match to your availability, please work this out with them and the course coordinator prior to completing your Psych 391 contract. In addition, some sites may have specific requirements for training that you complete prior to beginning. These hours count towards your total hours on-site. Some sites may request fingerprinting, a background check, or TB testing prior to volunteering. If these requirements are a burden for financial or other reasons, please contact the course coordinator.

Course Credit

You may enroll in 1 to 4 units. The course is repeatable for up to 4 units total. Thus, you may choose to enroll for an entire year for 1 or 2 units per semester, as some field sites may require a year's commitment. If you enroll for 1 unit of academic credit, the expectation is that you will spend 40 hours onsite at the field placement during the semester (about 3 hours per week) in addition to biweekly meetings with your faculty sponsor and time devoted to your written assignments. If you enroll for 2 units, the expectation is 80 hours onsite during the semester in addition to faculty sponsor meetings and the paper. Students requesting more than 2 units during one semester must obtain pre-approval from the course coordinator (keenanmi@usc.edu). Approval for more than 2 units will necessitate a more substantial paper or additional work product. Placements may have their own requirements about participation in training and number of hours required after training. Up to 4 units total across your time at USC can be applied to the Psychology major as an elective.

Statement for students with disabilities: Any student requesting academic accommodations based on a disability is required to register with Disability Services and Programs (DSP) each semester. A letter of verification for approved accommodations can be obtained from DSP. Please be sure that the letter is delivered to the department chair and faculty sponsor. DSP is located in STU 301 and is open 8:30 am – 5:00 pm Monday through Friday. The phone number for DSP is 213 740-0776.

Statement on academic integrity: USC seeks to maintain an optimal learning environment. General principles of academic honesty include the concept of respect for the intellectual property of others, the expectation that individual work will be submitted unless otherwise allowed by an instructor, and the obligations to protect one's own academic work from misuse by others as well as to avoid using another's work as one's own. All students are expected to understand and abide by these principles. *Scampus*, the Student Guidebook, contains the Student Conduct Code in Section 11.00, while the recommended sanctions are located in Appendix A: http://web-app.usc.edu/scampus/wp-content/uploads/2011/06/university_governance_2011.pdf. Students will be referred to the Office of Student Judicial Affairs and Community Standards for further review, should there be any suspicion of academic dishonesty. The review process can be found at: http://www.usc.edu/student-affairs/SJACS/pages/students/review_process.html.

How do I get enrolled?

Step 1: Look through the list of volunteer opportunities and identify some areas of interest to you.

Step 2: Email the course coordinator, Dr. Danielle Keenan-Miller (KeenanMi@usc.edu), to schedule a brief conversation about the course. During that conversation, you will be given guidance on potential faculty sponsors and will be informed about who to contact as an on-site supervisor for the agency where you want to do your placement.

Step 3: Contact the agency. Provide the on-site supervisor with a copy of the syllabus, discuss your mutual expectations, and have your on-site supervisor sign the proposal form on the next page of the syllabus. Find out if there are any requirements prior to beginning (e.g. special training, fingerprinting, TB tests).

Step 4: Contact your faculty supervisor. Provide them with a copy of this syllabus and discuss your plans and goals for 391. Make sure that they approve of the plan you identify on your proposal form including the topic of the paper.

Step 5: Bring your contract with both faculty and on-site supervisor signatures and the attached waiver of liability to the course coordinator. You must do this no later than the third week of classes (i.e., before Drop/Add day). After it is approved, you will receive an email saying that you can register online for Psych 391.

PSYCHOLOGY 391 PROPOSAL FORM

Application Requirements: Psychology Major or Minor. Minimum of 3 courses completed in Psychology, minimum overall GPA 3.00.

Student Name (print)		Student Identification #
Student Phone Number	Student e-mail address	Year in School
Major	Overall GPA	Semester/Year of Proposed Work
Project Site	# Units	Faculty Sponsor (print)
Name of On-site Supervisor	Supervisor phone	Supervisor e-mail address

List all Psychology courses completed and Grade (specify institution if other than USC):

Course Title/No. (College)	Grade	Course Title/No. (College)	Grade

Attach a description of the nature of the field experience including your work activities and a proposal for the paper that you will write.

Student signature & date

Faculty Sponsor signature & date

On-Site Supervisor signature & date

APPROVAL:

Course Coordinator
Danielle Keenan-Miller, Ph.D.

RELEASE OF LIABILITY

This release is in consideration of the Student identified below ("Student") being permitted to participate in the University of Southern California's Directed Field Experience in Psychology.

The University of Southern California's Directed Field Experience in Psychology involves Students going to various community sites such as half-way houses, shelters, mental health facilities, hospitals, or schools as part of their educational experience. In most cases, Students are required to provide their own means of transportation to these sites. As a Student-Participant in Directed Field Experience in Psychology I recognize that these community site visits may pose a risk of injury, sickness, loss and other hazards, including but not limited to the negligent and/or criminal acts of third parties. I hereby agree to assume all risks that may occur as a result of participating in the University of Southern California's Directed Field Experience in Psychology.

I hereby release from liability the University of Southern California, the University of Southern California's Department of Psychology, and their respective officers, trustees, employees, faculty, administrators, agents and representatives, from any and all claims, causes of action, losses, liabilities, costs, and expenses (including reasonable attorneys' fees), arising or resulting from or in connection with my participation in the University of Southern California's Directed Field Experience in Psychology.

This release shall be construed in accordance with, and governed by, the laws of the State of California.

I acknowledge that I have read this release and that I understand its meaning and effect and sign it of my own free will. I further acknowledge that this release is a complete release of liability given in consideration for my being permitted to participate in Directed Field Experience in Psychology, is in effect for the entire period I am participating in Directed Field Experience in Psychology, and is inclusive of all community site visits.

Signed: _____ Date: _____

Print Student Name: _____

IF STUDENT IS UNDER EIGHTEEN, PARENT/GUARDIAN SIGNATURE IS REQUIRED:

Parent/Guardian Signature: _____ Date: _____

Print Name of Parent/Guardian: _____

TO THE FACULTY SPONSOR:

Faculty sponsors for PSYC 391 are responsible for helping students relate their field experience to relevant psychological theory. The faculty sponsor is expected meet with the student bi-weekly to discuss the placement and relevant psychological theory or research. The meeting might also be the occasion for the faculty member to review the student's journal and help to relate the readings to the student's experiences. The faculty sponsor is also responsible for evaluating the final written product. Students are permitted to (and possibly should) go through multiple revisions. This paper should highlight research relevant to the field experience, and integrate personal reflections on how they saw (or did not see) a match between psychological research findings and the work that is being done at their community agency. If you have questions about the suitability of a given format or topic for the paper, please email the course coordinator who can consult or provide examples of successful previous papers.

The faculty member is not responsible for supervising the student's fieldwork (unless the faculty sponsor is also the on-site supervisor). If you become aware of problems with the on-site supervision, or with the student's level of involvement at the site, please inform the course coordinator, Danielle Keenan-Miller (KeenanMi@usc.edu).

TO THE ON-SITE SUPERVISOR:

The on-site supervisor for a PSYC 391 student is responsible for matching students to volunteer opportunities within their organization that provides students with psychology-related experiences (for example, interacting with the populations served by the agency, serving as mentors, working alongside case managers, or working on program development and evaluation projects). The on-site supervisor will also be asked to report the hours spent on site and provide an overall evaluation of the quality of the student's activities at the end of the semester. If there are any questions or problems, please contact the faculty sponsor or the course coordinator directly: [Dr. Danielle Keenan-Miller, Department of Psychology, University of Southern California, 3620 McClintock, Los Angeles CA 90089-1061, email keenanmi@usc.edu, phone 213 740 4742.]

The final evaluation form is attached.

PSYC 391 STUDENT EVALUATION

Student: _____

Site: _____

Dates on which student participated: _____

Total on-site hours completed: _____

Rating Scale:

A = Excellent, B = Very good, C = Satisfactory, D = Improvement needed, F = Unsatisfactory

Please rate this student on each of the following characteristics:

	Please Circle Grade that Applies				
SERVICE PROVISION (was an effective service provider)	A	B	C	D	F
RELATIONSHIP BUILDING (general interpersonal skills, communicated well with supervisor, engaged and got along well with students or clients in the program)	A	B	C	D	F
PROFESSIONALISM (punctuality, appropriate dress, responsibility, judgment)	A	B	C	D	F
EFFORT (attitude, dependability, flexibility, initiative)	A	B	C	D	F

Additional comments (continue on back):

Supervisor: _____

Date: _____ Phone: _____

Thank you for hosting a PSYC391 volunteer. You may return the form to the faculty sponsor or to Dr. Danielle Keenan-Miller, Department of Psychology, University of Southern California, 3620 McClintock, Los Angeles CA 90089-1061, email keenanmi@usc.edu, phone 213 740 4742.