Instructor: Meri Storino, Ph.D.
Office Locations: Stevenson 3085
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Office Hours: Mondays and Wednesdays 12-1, by appointment

Course Objectives:
This course is designed to provide the opportunity to:

1. Apply your theoretical knowledge and training in an actual field placement;
2. Understand the responsibilities, ethics and boundaries of applied psychological work;
3. Set and meet appropriate personal and professional development goals;
4. Become familiar with the philosophy and objectives of the agency at which you work;
5. Develop counseling or other skills appropriate to the specific agency;
6. Understand the application of psychological practice in the context of broader social issues and contexts;
7. Clarify possible continuing educational and career directions.

Departmental Learning Objectives
This course meets the following Psychology Department goals that students will:

1. Be able to apply psychological theories, concepts and principles to individual experience as well as to broader social issues and social systems;
2. Be able to reflect on personal experience in the light of psychological knowledge;
3. Be able to recognize and understand the complexity of cultural diversity, in light of psychological knowledge;
4. Be able to demonstrate skills that promote behavioral change at the individual, organizational, and community levels.

Prerequisites
To be eligible, you must have completed at least one of these prerequisites:
- Prior relevant coursework
- Prior paid or volunteer psychology-related experience

Optional Texts

Course Registration Process
1. Attend a mandatory internship information meeting.
2. Obtain an approved placement (paid or unpaid), which has a field supervisor.
* Internship site information is available from (a) Psychology Internship page, on the Psychology
Department webpage; (b) Internship bulletin board (near Stevenson 3092); (c) Internship file in the Psychology office; or (d) Career Resources Center http://www.sonoma.edu/career/student_services/internships.html.

3. Complete an Internship Agreement form with your internship site supervisor. There is a video describing how to complete the Internship Agreement form on the Psychology Internship webpage.

4. Turn in two copies of the completed form (except for Class # at top right and three final signatures), signed by your on-site supervisor, to Dr. Meri Storino (box in the Psychology Department office, Stevenson 3092) by Friday, February 10th.

*The psychology department staff will get the required SSU signatures for you and send your Internship Agreement to Admissions & Records to register you. Check that Psych 499 is on your schedule after the add/drop period. You are not able to add the course on-line.

* If you need to have your internship units on your class schedule ASAP for any reason, write “Financial Aid (or “Residency”, etc.)- please expedite” at the top of your Internship Agreement form, and submit it as soon as possible.

COURSE REQUIREMENTS

1. Attend an Internship information meeting (several are offered at the beginning and end of each semester).
2. Obtain an approved internship placement, which has a field supervisor.
3. Complete the Internship Agreement form.
4. Turn in your Entrance Paper by Friday, February 17th to Dr. Storino’s box in Stevenson 3092.
5. Complete your fieldwork hours at your internship site, and record your hours on the PSY 499 Internship Time Log.
6. Complete your required PSY 499 Internship paperwork (due Wednesday, May 17th by noon in Dr. Storino’s box, Stev 3092). Please include (1) the Internship Summary page; (2) your PSY 499 Internship Time Log signed by your supervisor; (3) Checklist Evaluation from your supervisor; and (4) a statement from your site supervisor on agency letterhead, to verify that you’ve put in the number of hours required.

Students are required to complete all of the course requirements in order to receive credit for the course. Details regarding each of the course requirements are below.

1. **Entrance Paper** (Due Friday, February 17th in Dr. Storino’s box in Stevenson 3092; 1-3 pages, typed, double-spaced)

   In your entrance paper, please include the following information: your placement, your field supervisor, and your specific duties. Second, please address your goals, expectations, and any concerns you currently have regarding your internship placement. What interesting possibilities do you see that might open up at the site? How does it connect with your interests and passions? What issues concern you? What do you hope to learn?

2. **Exit Paper** (Due 5/17/17 by noon in Dr. Storino’s box in Stevenson 3092; 3-4 pages, typed, double-spaced)

   Please answer the following questions in your paper.
   (a) What did you do at your internship site? Please be specific.
   (b) What are the goals of this agency, or the particular unit of it in which you participated?
   (c) In your estimation, how did your internship benefit your clients?
   (d) Both personally and professionally, what did you learn from your internship experience? Please identify specific skills, information, personal "stretching", attitude shifts, and other learning as applicable.

3. **Course Paperwork** (Due 5/17/17 by noon in Dr. Storino’s box in Stevenson 3092)
   
   a) Internship Summary
This form provides your summary and evaluation of the internship site, and will be kept on file in the Psychology office for reference by future students seeking internships. Please briefly provide the information requested, being as specific as possible.

b) Signed PSY 499 Time Log
This form details your hours worked, and must be signed by your supervisor.

c) PSY 499 Supervisor Evaluation
Your supervisor will complete the short evaluation form at the end of your internship. It is a good idea to meet with your supervisor midway through your internship to discuss your performance on each of the items on the form and to learn how to make any necessary improvements.

d) Supervisor Letter
At the start of your internship, let your supervisor know that you will need a final letter from him or her, written on the agency’s letterhead paper. I suggest you request a detailed “To whom it may concern” letter of recommendation that you can use with your resume when applying for jobs or graduate school. Keep the original and turn in a copy for this class. Alternately, the letter may be brief- a simple statement on agency letterhead that you fulfilled your obligations. If you’ll continue in your internship and might need an “official” letter of recommendation later, or if your supervisor is unable to write a recommendation, select this option.

UNIVERSITY POLICIES

Campus Policy on Disability Access for Students

If you are a student with a disability, and think you may need academic accommodations, please contact Disability Services for Students (DSS), located in Salazar Hall, Room 1049, Voice: (707) 664-2677, TTY/TDD: (707) 664-2958, as early as possible in order to avoid a delay in receiving accommodation services. Use of DSS services, including testing accommodations, requires prior authorization by DSS in compliance with university policies and procedures http://www.sonoma.edu/uaffairs/policies/disabilitypolicy.htm.

Academic Integrity

Students should know that the University’s Cheating and Plagiarism policy is available at www.sonoma.edu/uaffairs/policies/cheating_plagiarism.htm. Your own commitment to learning, as evidenced by your enrollment at Sonoma State University and the University’s policy, require you to be honest in all your academic coursework. Instances of academic dishonesty will not be tolerated. Cheating on exams or plagiarism (presenting the work of another as your own, or the use of another person’s ideas without giving proper credit) will result in a failing grade and sanctions by the University. For this class, all assignments are to be completed by the individual student unless otherwise specified.

Dropping and Adding

Students are responsible for understanding the policies and procedures about add/drops, academic renewal, etc. Information on how to add class is available at http://www.sonoma.edu/registration/addclasses.html. The Registration Information page (http://www.sonoma.edu/registration/regannounce.html) lists important deadlines and penalties for adding and dropping classes.