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Office Hours: Vary by semester - See website for current hours
Mailbox: Psychology Department, Stevenson 3092

Course Objectives
This course is designed for students to gain hands-on experience related to the field of psychology. Students spend time in a community agency and apply what they have learned in the classroom. Ideally, students learn about the responsibilities of applied psychological work, develop specialized skills, explore future educational and career options, set personal goals and obtain professional growth. This course is only offered for credit/no credit. Students earn one unit of credit for every 45 hours worked during the semester. To earn credit for this course students must find an internship placement and complete the requirements outlined here.

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

Course Registration Process
1. Attend a mandatory Internship Information Meeting. Meetings are offered at the beginning and end of each semester. If you have previously completed a PSY 499 internship you do not need to attend.

2. Obtain an approved placement (paid or unpaid), which has a field supervisor. Internship site information is available from (a) The Psychology Department internship webpage at http://web.sonoma.edu/psychology/internships ; (b) The Internship bulletin board (near Stevenson 3092); (c) The Internship file in the Psychology office; or (d) The 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. [http://web.sonoma.edu/psychology/internships/forms/index.html](http://web.sonoma.edu/psychology/internships/forms/index.html)

4. Turn in the original completed Internship Agreement form and keep a copy for your records. The form needs to be signed by the student and the on-site supervisor. The instructor will get the three 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 online.

**Course Requirements**

1. Attend an Internship Information Meeting.

2. Obtain an approved placement.

3. Complete the required number of semester hours. Once you complete a contract for a set number of units you may not switch to a different number of units.
   - 1 unit = 45 hours
   - 2 units = 90 hours
   - 3 units = 135 hours
   - 4 units = 180 hours

4. Complete the Internship Agreement form.

5. Complete the Entrance Paper. Write a 1-3 page paper that is typed and double-spaced. Please include a description of your placement, your specific duties and the name of your field supervisor. Write about your goals for the semester and your expectations. What do you want to learn? How does this internship connect with your interests and passions? In what ways do you think you will grow during the semester? Do you have any concerns about your internship placement?

6. Have one meeting with Dr. Schindler to discuss your internship site. Meetings can take place either in person during office hours or over the phone. In addition, Dr. Schindler is available to discuss any issues you encounter during the semester.

7. Complete your fieldwork hours at your internship site and submit the PSY 499 Internship Time Log signed by your supervisor. This is the record of the hours you worked. [http://web.sonoma.edu/psychology/internships/forms/index.html](http://web.sonoma.edu/psychology/internships/forms/index.html)

8. Complete the Internship Summary Page. 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 provide the information requested and be as specific as possible. [http://web.sonoma.edu/psychology/internships/forms/index.html](http://web.sonoma.edu/psychology/internships/forms/index.html)
9. Submit the **Checklist Evaluation** form filled out by your supervisor. This is a short evaluation form completed by your supervisor 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 and discuss how to make improvements.

http://web.sonoma.edu/psychology/internships/forms/index.html

10. Submit the **Supervisor’s Letter**. At the start of your internship, let your supervisor know that you will need a final letter, written on the agency’s letterhead paper. You may 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 a simple statement on agency letterhead stating that you fulfilled your obligations. If you’ll continue your internship and want to wait to get an “official” letter of recommendation later, or if your supervisor is unable to write a recommendation, select this option. Make sure that the letter includes a statement from your site supervisor indicating how many hours you completed.

11. Complete the **Exit Paper**. Write a 2-4 page paper that is typed and double-spaced. Please answer the following questions in your paper:

1. What did you do at your internship site? Please be specific.
2. What are the goals of this agency, or the particular unit in which you worked?
3. In your estimation, how did your internship benefit your clients?
4. Both personally and professionally, what did you learn from your internship experience? Please identify specific skills, information, personal growth, attitude shifts, and other learning as applicable.

*Students are required to complete all of the above course requirements in order to receive credit for the course.*
### Generic Course Calendar

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Third Week of Semester</td>
<td>Deadline for submitting the Internship Agreement Form</td>
</tr>
<tr>
<td>Sixth Week of Semester</td>
<td>Entrance Paper Due</td>
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All paperwork must be submitted to Dr. Schindler’s mailbox in the Psychology Department no later than noon on the assigned day. Papers and packets may be submitted early.

### 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

### 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, as early as possible in order to avoid a delay in receiving accommodation services. Voice: (707) 664-2677, TTY/TDD: (707) 664-2958. 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](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](http://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 classes is available at [http://www.sonoma.edu/registration/addclasses.html](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.