

## **PSYC 340 (A, B, C)**

### **Field Experience in Psychology**

PSYC 340 allows psychology majors and minors to receive psychology elective credit for paid employment or volunteer experience relevant to psychology. Field experience may take place in a human or social service, health or mental health, educational, business, or related agency or organization.

Prerequisites for PSYC 340 include a minimum GPA of 2.5 and completion of 24 hours in psychology (although there is flexibility with both of these requirements).

The course may be taken for one (PSYC 340A), two (PSYC 340B), or three (PSYC 340C) credit hours and is graded on an S/U basis. Each credit hour requires a minimum of 50 clock hours of supervised experience. Because no on-campus meeting is required, the course may be taken during any semester, including the summer. However, due to insurance regulations *a student must be enrolled in the course in the semester in which they actually begin and complete work.*

PSYC 340 counts as a psychology elective, *not* as one of the psychology capstones. If students wish to use field experience credit for a capstone course, they should take PSYC 463 (Internship in Psychology), which is more restrictive in terms of settings, qualifications of supervisors, and requirements (e.g., a weekly on-campus meeting is required, along with written assignments, and the clinical hours). In addition, PSYC 463 does not allow credit for paid work experience.

A maximum of three credits for PSYC 340 may be counted toward the degree. A student may receive credit for either PSYC 461-462 or PSYC 340, but not both as credit toward the major. However, a student may receive credit for both PSYC 340 and PSYC 463.

The department of Career and Civic Engagement located in Crawford Building manages the course in collaboration with a psychology faculty liaison, who serves as instructor of record and assigns the final grade. The process for taking the course begins by setting up a meeting with Career and Civic Engagement who will provide the Internship Agreement Form and information on qualifications for the course, possible settings where psychology majors have been placed in the past, and requirements. The psychology faculty liaison and/or chair can also provide suggestions for possible settings. But it is ultimately up to the student to secure a placement and supervisor that meets his or her interests and needs. Some settings require proof of immunizations and/or criminal background checks.

The Internship Agreement Form includes a place for the faculty liaison or chair to sign indicating that the student is eligible to take the course. The student then completes additional information about the location, learning objectives, and hours, has the form signed by both the field supervisor and faculty liaison, and returns the

form to Career and Civic Engagement. The student or faculty liaison then notifies the department chair, who does an override that allows the student to register.

*Students must have the permission of both Career and Civic Engagement and the Department of Psychology before registering for PSYC 340 and beginning their field experience.*

Career and Civic Engagement has the field supervisor and student complete a mid-term and final evaluation. A reflection paper and a Work Hours Log signed by the field supervisor to verify the hours for credit are submitted at the end of the internship. Once all internship documents are received, Career and Civic Engagement sends information needed to assign a final grade to the faculty liaison. The faculty then assigns the grade. The faculty liaison is available to answer questions or help resolve issues or concerns that might arise, but meetings with the faculty liaison are not required.

Students taking PSYC 340 represent both themselves and the Winthrop Department of Psychology. It is important that students *take their responsibilities seriously*. They should:

- a) dress and act in a professional manner at all times;
- b) be very conscientious about their attendance and completion of hours;
- c) follow ethical and legal guidelines (including those pertaining to confidentiality of client/patient information);
- d) be responsive to supervisor feedback and suggestions;
- e) communicate clearly and quickly with Career Services and/or the faculty liaison about any issues or concerns that arise related to their field experience;
- f) complete all requirements in a conscientious and timely manner.

Intern and field supervisors often serve as valuable references for job and/or graduate school applications. Thus, *PSYC 340 is a good opportunity to really shine.*

Questions about PSYC 340 may be directed to Career and Civic Engagement, the chair of the Department of Psychology, or the faculty liaison/instructor for the course.