Attention!

This is a *representative* syllabus.

The syllabus for the course when you enroll may be *different*.

Use the syllabus provided by *your* instructor for the most up-to-date information. Please refer to your instructor for more information for the specific requirements for a given semester.

Feel free to contact the Psychology Advising Office for any questions regarding psychology courses either by email ([psychadvising@osu.edu](mailto:psychadvising@osu.edu)) or phone (614.292.5750).

Thank you!
Course description

When pursuing a degree in psychology, it is important that students receive an enriched and challenging educational experience through diverse learning opportunities. Many of these opportunities may be found in the classroom, yet research has shown that active, engaged students benefit significantly from activities such as participation in student organizations, honor societies, study abroad programs, and internships.

Using psychological concepts and methods in real-world settings can be a source of considerable enrichment for your learning. You can apply classroom knowledge, test out your interests and skills in psychology, explore your career goals and values, and gain experience and training in a specialized area of psychology.

This course will take place online on Carmen. There are no classroom meetings. Each week, we will focus on a different topic that relates to internships and career development. We will explore these topics through readings, discussions, and written assignments. All readings and discussions can be found on Carmen, and assignments must be submitted to the dropbox on Carmen. There is no required textbook for this course. Along with course assignments, hours spent working at your internship site also count towards completion of this course. This course is graded Satisfactory/Unsatisfactory and will not factor into your GPA, but may count toward your Psychology major requirements.

Course learning objectives

By the end of this course, students should:

- Acquire new skills at a psychology-related internship.
- Develop successful work behaviors, including independence, initiative, and professional demeanor.
- Clarify their career interests and goals for life after graduation.
- Be able to succinctly explain their activities at their internships and the application of psychological concepts to their internship and career goals.
- Have the tools to effectively prepare for their life after graduation.
- Improve their self-efficacy and self-regulation through goal-setting at their internship.
- Learn how to make new professional contacts in their field of interest and broaden their professional network.

Course materials

The course website is on Carmen at http://carmen.osu.edu. On Carmen, you will find the course readings, assignment instructions, informative links, important announcements, discussion forums, dropbox for submitting assignments, your grades, a calendar of topics and assignments, and course evaluation surveys. Since this course is entirely online, it is essential that you check Carmen and your OSU email daily.
Readings

There is no assigned text for the class. However, students taking this course for the first time have a reading and discussion component (see First Timer Supplemental Syllabus for details).

Course Technology

Basic computer and web-browsing skills are needed. The class will take place on Carmen, and so comfort navigating Carmen is essential. You will be using the Content Section, Discussion Board, Dropbox to upload assignments, Survey, and Grades sections of Carmen. For assistance with Carmen, please call Carmen technical support at 614-688-HELP (4357) or email 8help@osu.edu. You can also find more information at http://resourcecenter.odee.osu.edu/carmen.

Attendance, participation, and discussions

Instructor Response Time and Attendance

Assignments will typically be graded within 7 days. Please allow up to 48 hours to respond to emails and discussion board postings. There is no additional grade for attendance; completion of course assignments will fulfill attendance requirements.

Course requirements – Internship Participation

Enrollment hours in this course are based on the hours that you work at your internship this term. For each credit hour of Psych 3191, you must work at least 38 hours at your internship site during this term. Your internship supervisor should monitor your working hours, and you must document the days and times you work at your internship (verified by your supervisor).

- 1 credit hour of Psych 3191 = 38-74 hours at your internship
- 2 credit hours of Psych 3191 = 75-112 hours at your internship
- 3 credit hours of Psych 3191 = 113-149 hours at your internship
- 4 credit hours of Psych 3191 = 150-187 hours at your internship
- 5 credit hours of Psych 3191 = 188-224 hours at your internship

Other course policies

Academic Misconduct

It is the responsibility of the Committee on Academic Misconduct to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term "academic misconduct" includes all forms of student academic misconduct wherever committed; illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. Instructors shall report all instances of alleged academic misconduct to the committee (Faculty Rule 3335-5-487). For additional information, see the Code of Student Conduct at http://studentconduct.osu.edu.

Disability Services

Students with disabilities that have been certified by the Office for Disability Services will be appropriately accommodated and should inform the instructor as soon as possible of their needs. The Office for Disability Services is located in 098 Baker Hall, 113 W. 12th Avenue; telephone 292-3307, TDD 292-0901, VRS 429-1334; http://www.ods.ohio-state.edu/.
Sexual misconduct/relationship violence

Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories (e.g., race). If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at http://titleix.osu.edu or by contacting the Ohio State Title IX Coordinator, Kellie Brennan, at titleix@osu.edu.

Assignments, Calendar, and Grades

Supplemental Syllabi
SUPPLEMENTAL SYLLABUS: FIRST TIMER
PSYCH 3191 ASSIGNMENTS, CALENDAR, AND GRADES
SPRING 2017

Assignments & Grades

Grades
In addition to the invaluable experiences you will gain from working at your internship, this course is designed to provide you with many opportunities for enriching your internship experience. The following assignments encourage you to reflect on your internship and give you the tools to help you prepare yourself for your future career.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Discussions</td>
<td>12 (2 points each)</td>
</tr>
<tr>
<td>2. Reflection Papers</td>
<td></td>
</tr>
<tr>
<td>a. Goals &amp; Expectations</td>
<td>4</td>
</tr>
<tr>
<td>b. Activities &amp; Experiences</td>
<td>4</td>
</tr>
<tr>
<td>c. Final Thoughts &amp; Advice</td>
<td>4</td>
</tr>
<tr>
<td>3. Personal Commercial</td>
<td>6</td>
</tr>
<tr>
<td>4. Informational Interview</td>
<td>6</td>
</tr>
<tr>
<td>5. CarmenWiki Review</td>
<td>2</td>
</tr>
<tr>
<td>6. Working Hours Log</td>
<td>1</td>
</tr>
<tr>
<td>7. Supervisor Mid-Term and Final Evaluation</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>40</strong></td>
</tr>
</tbody>
</table>

*See course schedule, below, for due dates*
Grading Scale: Satisfactory/Unsatisfactory

Psych 3191 is graded S/U. Grades are based on total points earned (in addition to completion of internship hours). A total of 40 points are possible. In order to earn a Satisfactory grade (S), you must submit at least one assignment from each of the 7 categories above and earn at least 28 points total.

The following situations will result in an Unsatisfactory grade (U):

- You did not submit at least one assignment in all 7 categories. For example, there are 6 discussion topics; you must post to at least 1 topic 2 times, in order to get credit for this assignment category.
- You earn less than 28 total points on your assignments.
- Poor evaluation by your internship supervisor.
- You did not work the required number of hours at your internship, as recorded on your Working Hours Log and verified by your internship supervisor and/or not turning in the Working Hours Log.

Assignment Instructions

Readings

All course readings will be available on Carmen. The 6 readings are journal articles or excerpts from books. The readings are designed to enhance and supplement your internship experience, as well as providing you with background information for use in completing the assignments. There is no required textbook for this course.

Discussion of Readings

Online discussions of the course readings encourage you to think critically about the readings and gain new perspectives on the topics by discussing with your classmates. The readings can be found on Carmen under Assignments and the discussions can be found on Carmen under Discussions. There will be 6 readings and 6 corresponding discussion topics. Each discussion topic is worth 2 points for a total of 12 points.

For each discussion topic, you must post at least twice. In the first post, describe your reaction to the reading and the discussion prompt, and pose a critical thinking question about the topic for your classmates. A critical thinking question is an open-ended question based on analyzing or evaluating the topic, or the application of the topic. In the second post, reply to another student’s critical thinking question (click Reply to reply directly). Your discussions will be graded based on the quality of your critical thinking question, and the new information or insights that you bring to the discussion in your response to a classmate’s post. Your post should be about 5-10 sentences long and free of errors. Late posts will not be accepted. Posts considered disrespectful will be removed and given a zero. The due dates can be found on the Course Schedule below.

Reflection Papers

The Reflection Papers are short papers that will encourage you to analyze various aspects of your internship experiences. They should provide you with a clear structure of your progress and development during your internship, and will help you to explore your future and verbalize your thoughts when it comes time for job/grad school interviews. There will be 3 Reflection Papers, each
worth 4 points. The specific instructions for each paper can be found on Carmen under Assignments and the due dates can be found on the Course Schedule below. **Late papers will not be accepted.** All files must be submitted by uploading them to Carmen (.doc, .docx, or .pdf files only).

**Personal Commercial**

When first speaking with a potential employer or introducing yourself at networking functions, you should be able to quickly describe your career goals as well as the core strengths and relevant experiences that you have to offer – all while conveying the information in a way that gives a glimpse of who you are as an individual. Essentially, you need a commercial to pitch your product – you! For this assignment, you will write out your personal commercial, and practice using it at a networking function, such as a career fair.

The specific instructions for the Personal Commercial assignment can be found on Carmen under Assignments and the due date and time can be found on the Course Schedule below. You can earn up to 6 points on this assignment. **Late assignments will not be accepted.** All files must be submitted by uploading them to Carmen (.doc, .docx, or .pdf files only).

**Informational Interview**

Informational Interviewing is a method of exploring career paths and gathering information about the expectations and work environments of a specific occupation by meeting with professionals already working in that field. The goal of an informational interview is not to interview for a position, but to learn specifics about the occupation and to build your network for your future job search. For this assignment, you will interview a person that currently works in an occupation you are interested in learning more about. You will turn in a summary of your interview questions and answers, along with a short reflection on the experience.

The specific instructions for the Informational Interview assignment can be found on Carmen under Assignments and the due date and time can be found on the Course Schedule below. You can earn up to 6 points on this assignment. **Late assignments will not be accepted.** All files must be submitted by uploading them to Carmen (.doc, .docx, or .pdf files only).

**CarmenWiki Review**

One of the benefits of this course is sharing information about your internship with other Psychology majors. For this assignment, you will complete a review of your internship for our CarmenWiki page. This page is a Wiki site related to Carmen that houses our repository of psychology-related internships and is editable by students in Psych 3191. Your evaluation will be viewable by the OSU community and is specifically aimed toward other Psychology students looking for internships.

The specific instructions for the CarmenWiki Review can be found on Carmen under Assignments and the due date can be found on the Course Schedule below. You can earn up to 2 points on this assignment. **Late posts will not receive any points.**

**Working Hours Log**

When you enrolled in this course, you committed to working a certain number of hours at your internship. You must keep track of the days and times that you worked at your internship on the Working Hours Log (available on Carmen under Assignments. This log can be handwritten or printed
from a computer. At the end of the semester, you must submit this log with your signature and your supervisor’s signature. You will earn 1 point for this assignment. Late logs will not be accepted.

**Supervisor Evaluations** In order to verify that you have made satisfactory progress in your internship, your internship supervisor will be emailed a mid-term Supervisor Evaluation and a final Supervisor Evaluation. These evaluations are very important and if you receive a poor evaluation by your internship supervisor, you will not pass the class. However, since you can not return the evaluations (they are sent directly to your supervisors) the points will be: you will earn 1 point for these evaluations (.5 each).
## Course Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Topics</th>
<th>Assignments</th>
<th>Due Dates (by 11:59pm)</th>
</tr>
</thead>
</table>
| 1 & 2 | Welcome to Psych 3191! | Discussion: **Getting to know you...**  
Reading: **Succeeding as an Intern** | Wed. Jan. 17 |
| 3    | Importance of Internships | Reading & Discussion Post 1: **Why are internships important?** | Wed., Jan. 24 |
| 4    | Internship Goals | Reflection Paper 1: **Goals & Expectations**  
(Start working on your Personal Commercial) | Wed., Jan. 31 |
| 5    | Transition From College to Work | Reading & Discussion Post 2: **Ivory Tower to Concrete Jungle** | Wed., Feb. 7 |
| 6    | Planned Happenstance | Reading & Discussion Post 3: **Expecting the unexpected...** | Wed., Feb. 14 |
| 7    | Activities & Experiences | Reflection Paper 2: **Activities & Experiences** | Wed., Feb. 21 |
| 8    | Self-Presentation | Reading & Discussion Post 4: **Handshakefulness & Play Hard**  
(*Supervisors will be asked to complete a mid-term evaluation*) | Wed., Feb. 28 |
| 9    | Informational Interviewing | Informational Interview | Wed., Mar. 7 |
|      | SPRING BREAK! | SPRING BREAK! | |
| 10   | Resumes | Reading & Discussion Post 5: **The effects of resumes** | Wed., Mar. 21 |
| 11   | Networking | Personal Commercial | Wed., Mar. 28 |
| 12   | Applying for Grad School or Jobs | Reading & Discussion Post 6: **So you have a bachelor’s degree...** | Wed., April 4 |
| 13   | | CarmenWiki Review | Wed., April 11 |
| 14   | Final Thoughts & Advice | Reflection Paper 3: **Final Thoughts & Advice** | Wed., April 18 |
| 15   | Summing Up-  
All internship hours must be completed by April 25 | Working Hours Log  
(*Supervisors will be asked to complete a final evaluation*) | Wed., April 25 |