
Psychology 495 Field Practicum

When: Online course

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Course Objective

The purpose of this course is to give individual psychology majors direct experience in applied settings relevant to psychology. For those students who do not plan to engage in laboratory research (PSY 490R), this course also provides a beginning basis for further work leading to completion of Senior Thesis (PSY 499R). The requirement for this course is to complete a detailed field practicum experience, gain knowledge in your area of applied practice, and correspond with your classmates regarding your experience. The course is set up as an exclusively on-line course that will create a class atmosphere by requiring the participants post several discussion topics regarding your internship experiences.

Prerequisite

PSY 225 (Research Design and Analysis II)

Please note

Before the student will be allowed to register for this restricted entry course, an electronic digitally signed copy of the 495 application **must** be approved and signed by the student, the on-site sponsor and the course instructor. This submission is sent to the course instructor.

495 cheat sheet

Read this before initiating the DocuSign form found here <https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=c5764838-fd2a-4218-8d1f-48b80c2e7a21&env=na3&acct=960f6090-f7cb-40a6-adf5-0490f456d6eb&v=2> You must have completed Psychology 225 before enrolling in the class. You must already have your placement established before you fill in the DocuSign form. This class is intended to give you “real life experience” in a field you may choose as a career ahead of time. Therefore, in this class, you find your own placement, paid or unpaid and then interview for the internship/job **ahead** of the beginning of the semester. Once hired, you would fill out the application and how many credits you are seeking through the class (minimum of 3, maximum of 12). For every credit you enroll in, you are required to perform 45-

50 hours of work. So, if you enroll in 3 credits you would accumulate 135-150 hours and write a 15-page paper in the end of your semester. If you take all 12 credits you would need 600 hours and a 55-60 page paper. The hours are accumulated by counting your direct hours in your placement, journaling time, all research and paper writing and any job prep time as well. I hope that helps as you think about this option for a class. Also, the caveat to working somewhere is that the work must be in a "human service field". In the end of the semester, you will complete a journal of time, a scholarly paper with 10-12 research articles referenced/cited, letter from your on-site supervisor confirming you did the time you said you were doing and three activities through the course of the semester. You will also be asked to read every posting in the class as "attendance" points since this course is online. Please feel free to reach out if you have further questions.

Procedure

1. Identify a field setting for your field practicum. A list of local (Bozeman) settings offering field experience is attached. You may, however, engage in on-site field practicum work in other settings in Montana, other states, or even other countries. Not all agencies listed may have openings at any given time; therefore, it is **your** responsibility to contact a specific person in the applied setting who is willing to serve as the *sponsor* of your field experience. You may work as an intern, volunteer, or as a paid employee. ***The work performed must be directly related to psychology and in a human service field.*** Be aware that considerable time may be required to arrange and approve the field practicum; so, start the process the semester before you want to take the course.
2. Identify an on-site supervisor. The supervisor should be the main person that you report to during your field experience and he/she should be involved in the application process. This person would write a brief letter at the end of the semester explaining that you have successfully completed the practicum experience.
3. Once you have found a setting and an on-site supervisor, fill in the application cover sheet (attached). Remember that **one academic credit = 45- 50 hours of work** during the semester (most of it on-site). Therefore, **3 credit hours would equal 135-150 total internship hours. The instructor must approve any variations from this number of work hours per credit in advance.**
4. Students will be required to keep an electronic journal throughout the semester documenting your time both working in the field and researching your topic. This is part of the basis for your evaluation and must be turned in with your final paper.
5. In summation, at the end of the semester, you will be required to submit a packet containing your paper, journal of time spent, and a letter from your on-site supervisor stating that you successfully completed your field practicum. Note to remember you will also be graded on your class participation (reading all the discussion postings) in the online discussions section.

Basis for Evaluation and Grading

PSY 495 is a letter graded course of study.

The primary basis for evaluation and grades in this course will be; successful and timely completion of the work, timely discussion submissions, and class interaction in the online format will be required of all students.

NOTE: these submissions are described in more detail in the class schedule section of this syllabus
 Finally, a **scholarly paper** of approximately 15 pages in length (for a 3-credit course) will be required as the final submission of the course. This will include the following items, unless otherwise arranged with your instructor:

- A letter or email submitted by your on-site supervisor indicating that the hours of work and other assignments on the field site were completed satisfactorily. Worth 25 points
- A paper 2 distinct parts 1/3 of the paper (5 pages) will be a literature review of the topic you are researching related to your field experience. The final 2/3 of the paper (10 pages) is a review of the experiences in your practicum combined with what you found in the journal article research about your topic of interest. Worth 150 points
- An electronic journal is constructed throughout the semester and due the last week of class. The journal documents the student's experiences in the field practicum site. REMEBER to keep all names confidential or use pseudonyms to protect people's privacy. Worth 25 points
- Three discussion postings are required throughout the course experience. 25 points per discussion posting.
- Participation in active discussion with your classmates will also be tracked and tallied as part of your individual participation in the course. You are to discuss topics or read all postings with your fellow classmates in the discussion section. ***Remember I can see how many times a student has posted in the discussion forum and I can see how many other discussions any student has read. Therefore, to receive full participation the student must read all posts in the class. 25 points

Assignment	Points
3 discussion postings 25 a piece	75
One Written Scholarly Paper	150
Electronic journal	25
In class Participation and Attendance	25
Letter from on-site sponsor	25
=====	=====
TOTAL	300
Grading scale: 270-300 A, 240-269 B, 210-239 C, 180-209 D, under 180 F	

***Paper FAQs**

- This paper begins with a literature review of the topic you are interested in combined with a review of your field experience.
- How long should the paper be?

- Typically, a paper will be about 15 double-spaced pages for a 3-credit PSY 495 course. If you choose to enroll in more credits than the paper doubles respectively. 6 credits is a 25-30 page paper etc. Remember quality is more important than quantity. If the writing is overly wordy or redundant this will adversely affect your grade.
- How do I locate relevant literature on my topic?
 - Start by searching Psych INFO, which contains references to journal articles, as well as some book chapters and books (it is not acceptable to merely search the web for articles, such as from Wikipedia, because they are not often peer-reviewed). You may also want to do a search on peer reviewed empirically supported articles on _____, which helps you get information to research. Nevertheless, many refereed journal articles are available via PDF on the web, and these may be located by using the MSU Libraries' E-Journal finder, searching on the journal publisher's site, or searching on the author's web site.
- How many references are needed?
 - Typically, about 10-12 references is appropriate for a 3-credit course. Note that if you search Psych INFO and it lists many articles (e.g. 150-200 or more), you will need to narrow your search.
- What format should I use to write the paper?
 - Your paper *must* be written in APA style. If you are unsure about APA style, please consult the Publication Manual (American Psychological Association Manual 7th Edition, 2019). For information on the content of a typical review article.

Disabilities

If you are a student with a disability and wish to use your approved accommodations for this course, please contact me during my office hours to discuss. Please have your Accommodation Notification or Blue Card available for verification of accommodations. Accommodations are approved through the Office of Disability Services located in SUB 174 [Please see Disability Services for more information by clicking here.](#)

Student Conduct Policy

As part of the academic community at Montana State University, you are expected to conduct yourself in an honest, responsible, and law-abiding manner, respectful of the rights of other students, faculty, staff and the public. Cheating is not tolerated. I do want you to discuss theories and formulate thoughts together; however, any cheating is strictly prohibited. Plagiarism is an act of academic misconduct, which carries with it consequences including but not limited to receiving a course grade of "F" and a report to the Office of the Dean of Students. Unfortunately, it is not always clear if the misuse of sources is intentional or unintentional, which means that you may be accused of plagiarism even if you do not intentionally plagiarize. **If you have any questions regarding use and citation of sources in your academic writing, you are responsible for consulting with your instructor before the assignment due date. In addition, you can work with an MSU Writing Center tutor at any point in your writing process, including when you are integrating or citing sources. You can make an appointment and find citation resources at www.montana.edu/writingcenter.**

[More information about Academic Misconduct from the Dean of Students](#)

Any cases of academic dishonesty will result in a failing grade and will be referred to university officials in accordance with MSU policy. See Student Conduct Guidelines at http://www2.montana.edu/policy/student_conduct/

Artificial Intelligence Policy

Please know that our professors on campus all have varying AI policies and I wanted to address mine before you completed your paper. Final papers need to be 100% in your words and original excluding citations you reference in your citations page. As Professors on campus, we have 5 different AI monitoring software programs that your papers will be submitted through before I get them to grade them. These software programs identify if AI was used to assist in writing your paper and if plagiarism occurred. If the system shows it was used or I determine it was used it will result in an automatic 0 on the paper. I know you may reference AI systems like Grammarly and others while writing your paper, please make sure you amend whatever those systems tell you into your own words and own work, to be assured you receive full credit on the paper. We have a writing center in the library you may access for assistance to look through papers and assist with writing facets, please use it if you are in doubt.

Internship Opportunities

Gallatin Valley Resources

Abuse	Phone # (406)
HAVEN Domestic Abuse	586.7689
Alcohol and Drug Services	586.5493
Hearts and Homes JoAnn Fowler	585.8544
Big Sky Youth Empowerment	551.9660
Child Abuse Hotline	866.820.5437
Gal. Valley Victim Services	582.2075
National Cancer Institute Smoking Cessation	800.422.6237

General Resources	Phone # (406)
Help Center and Suicide	586.3333
Deaconess Hospital	585.5000
Community Gay/lesbian	994.4551
MSU Operator	994.0211
Sacks of Gallatin Valley (Rachel)	587.7283
United Way of Gal. Valley	587.2194
W. Yellowstone Social services	646.7311

Children	Phone # (406)
Child Protective Services	866.820.5437
Dept. of Family Services (DPS)	585.9984
MT Centralized Intake Unit	866.820.5437
Child Care Connections	587.7786
Youth Dynamics Incorporated	585.9402
HRDC – Head Start	587.4486
THRIVE CAP Mentors	587.4734
Big Sky Youth Empowerment	539.0399
Big Brothers & Sisters of Gall. County	587.1216

Disability	Phone # (406)
Voc Rehab	587.0601
Medicaid	582.3010
ERIK's ranch	907.274.9510
Medicare	586.4501 OR 800.633.4227
Disability Rights MT	800.245.4743
DD-AWARE	587.1181
DD-Family Outreach	587.2477
DD-REACH	587.1271
DD-HI Case Management	587.7703
Eagle Mount	586.1781

Pregnancy	Phone # (406)
Zoe care	586.9444
Pregnancy Risk Hotline	800.521.2229
Pregnancy Support Line	800.421.6667
Gall. Public Health Preg. Class	582.3100
Lutheran Social Services	586.2486
La Leche League	582.5688
Women, Infants, Child – WIC	582.3115
MSU Women's Shelter	994.3836
Boz. Public School Young Parents	522.6013
Bridger Clinic	587.0681

Education	Phone # (406)
Adolescent Resource Center	586.8253
Adult Basic Ed.	585.8673
Bozeman Public Schools	522.6000
Belgrade Public Schools	388.6951
MSU Operator	994.0211
Bozeman Schools Spec. Services	522.6054

Health	Phone # (406)
Gallatin Cty Health Dept.	582.3100
Gallatin Mental Health Cntr.	522.7357
Alcohol & Drug Services	586.5493
HRDC-Case Management	586.3134
MT Comprehensive Health Assoc.	800.447.7828
MT office of Rural Health	994.5553
Grief Support	585.1099
Medicare	586.4501 OR 800.633.4227
Medicaid	582.3016
MSU Student Health	994.2311
Help Center Hotline	586.3333
Native American Health Services	247.7107

Mental Health	Phone # (406)
Help Center Crisis Hotline	586.3333
Gallatin Mental Health Center	522.7357
Human Dev. Clinic MSU	994.4113
W. Yellowstone Human Dev. Clinic	646.0818
Gallatin Community Clinic MSU	585.1360
MT Chemical Depend Center	444.9500
Grief Support	585.1099
MT Institute of Family Therapy	587.5844
Warm Springs	693.7000
VOICE Center MSU	994.7142

Seniors	Phone # (406)
Adult Protective Services	585.9984
Long-Term Care	522.8976
Senior Center	586.2421
MT Senior Citizens Association	800.553.5341
Alzheimer's Support	586.2421
Highgate Senior Living	587.4880
Cottonwood Case Management	587.4880
Assoc. Advance Retired Persons - AARP	587.8317
Gal. County Council on Aging	522.8976

For a comprehensive list please visit these sites

<https://courts.mt.gov/external/selfhelp/resources/gallatin.pdf>

https://www.gallatinmt.gov/sites/g/files/vyhlf606/f/uploads/2022_mlac_resource_guide_publication_11_x_17_1.pdf