Internship in Psychology
PSYC 4370/4371/4399
Lauren Deaton, MA, LPC
University of Texas at Tyler
Fall 2026

Instructional Information

	Full name	Office	E-mail address	Office hours
Instructor	**Lauren Deaton**	**HPR 209**	**ldeaton@uttyler.edu**	**T 2-4pm W 11am-1pm**

Course and Meeting Information

This course is fully online and asynchronous, but students will be required to complete one in person seminar as part of this course. Assignments for each module may be submitted any time after they become available and before Sunday 11:59 pm of the assigned week.

This course is considered a Psychology Upper division elective. It is not required as part of your Psychology degree, but is highly encouraged.

Course Materials and Resources

Required Textbooks

Title: Internship, Practicum, and Field Placement Handbook (7th Edition)
Author: Brian Baird
ISBN: 9780205959655

****Suggested****

Student Liability Insurance

If your Field Experience site is the Andrews Center, you do not have to purchase Liability Insurance, as Andrews Center will be covering this expense.

NOTE: A student at UT-Tyler is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer. **Instructor note:** You may also buy older editions of the required textbooks. It is your responsibility to find out which sections are different between editions and to make arrangements for when you need to use a different edition. You may purchase, rent, or borrow any format of the book as well (hard copy, spiral-bound, ebook, audiobook, etc.).

Technology

It is recommended that you have access to a personal computer. With enough "legwork", you can complete this course utilizing public access computers (libraries, labs, etc.)

You will need to submit some assignments in .doc format. Use of Microsoft Word is strongly encouraged instead of Apple's Pages, Google Drive documents, or any other programs. If you do not have Microsoft Word, please visit the following page for instructions for how to download it for free: https://www.uttyler.edu/it/office365/365-proplus-students.php

E-mail

Please check e-mail and Canvas **daily** on weekdays. Before asking a question via e-mail, always check the syllabus and recent Canvas announcements first. E-mail me using your patriot mail, **NOT** Canvas inbox messaging. I check e-mail 8-5 on weekdays and usually avoid it in the evenings or weekends. I will do my best to return emails within one business day and I expect a similar turnaround time from you. I get hundreds of emails a week. If you have questions concerning this course, please put PSYC 4370 in the subject line.

Course Catalog Description

This course is an 8 to 16 week program offering a learning experience in a laboratory, clinic or other setting. 150 hours of supervised field experience is for each course. CR/NC only.

Student Learning Outcomes

- Students will be able to describe the workings of the placement setting
- Students will be able to complete a log of hours
- Students will be able to have a better understanding of mental health professions

Course Policies

Contacting Me

Personal meetings. To meet with me, please attend one of my office hours. I will hold office hours virtually each week at the designated time. Please email me if my office hours do not work and we can schedule another time to meet. You do not have to attend office hours if you do not need the help. The easiest way to get ahold of me is over email.

Make-up and Late Work

Deadlines and times are firm. Late assignments will not be accepted or awarded any credit.

Structure of Course

There are two components of this course:

1. Field Experience-You will have to complete at minimum a 150 hour supervised field experience at a mental health related site in the community.
2. Coursework—In addition to your work experience, you will need to complete various assignments and readings. These assignments will be provided on Canvas.

Grading

This course is a CR/NC course. This means that either you will get credit for this course or you will not. Your site supervisor will complete an evaluation of your work at the end of your experience and turn it into the instructor of this course. You will need to "pass" your evaluation with your site, as well as have a passing (B or better) on your work in the Canvas course modules.

A grade of B is defined as a 80% or higher.

Assignments:

1. **Site agreement (25 points)—**You must turn in your completed site agreement to the instructor of record by Friday, August 21, 2026. This will need to be signed by the student, site supervisor, and instructor. Failure to complete this by this date means the student will not be allowed to continue with this course and will need to drop this course.
2. **Weekly quizzes (100 points)—**You will have 10 weekly quizzes that will test your knowledge concerning the reading/text that is used in this course. You will have until Sunday at 11:59pm of each week to complete these quizzes. They will be untimed, and you can use your textbook. If you are enrolled in PSYC 4371/4399, you will not have to complete the weekly quizzes.
3. **End of Experience Reflection (100 points)—**You will need to complete a 3-5 page reflection of your experience at your site. A rubric/expectations will be provided on CANVAS.
4. **Weekly Logs (50 points)—**At the end of this experience, you will need to turn in a completed weekly log of your time working in the field. This will have to be signed by your supervisor at your site.
5. **Participation in Intro Seminar (50 points)—**You will have to attend a beginning of the semester seminar during the first week of class. Attendance is mandatory, and if you miss this meeting, it will not be excused.
6. **End of semester Review (100 points)—**Your site supervisor will complete an evaluation of your work over the course of the semester. If your evaluation is a positive one, then the instructor (Lauren) will send you the evaluation electronically, and the student will complete a short survey online regarding the evaluation. If your evaluation is not positive, you will have to schedule a time to meet with the instructor of record to discuss. This meeting will be in person.

End of semester site supervisor evaluation: 4 weeks before the semester ends, I will send your site supervisor an evaluation of your work at the site. Your site supervisor will provide feedback of your work, professionalism, etc. Your supervisor will have a say in whether or not you should pass this course. After the semester is over, I will share any information that your supervisor would like to share with you.

University Policies

UT Tyler Honor Code

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

Campus Carry

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at http://www.uttyler.edy/about/campus-carry/index.php

UT Tyler is a Tobacco-Free University

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors.

Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products.

There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessaion programs, please visit www.uttyler.edu/tobacco-free.

Student Rights and Responsibilities

To know and understand the policies that affect your right and responsibilities as a student at UT Tyler, please follow this link: http://www2.uttyler.edu/wellness/rightsresponsibilities.php

Grade Replacement/Forgiveness and Census Date Policies

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or http://www.uttyler.edu.registrar. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract. The Census Date is the deadline for any forms and enrollment actions that students need to be aware of. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refund for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (session changes, adding a new class, dropping without a "W" grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions for waivers through Financial Aid.

State-Mandated Course Drop Policy

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date). Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

Disability/Accessibility Services: In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Tyler at Texas offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including non-visible a diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a

history of modifications or accommodations in a previous educational environment, you are encouraged to visit https://hood.accessiblelearning.com/UTTyler and fill out the New Student application. The **Student Accessibility and Resources** (SAR) office will contact you when your application has been submitted and an appointment with an Accessibility Case Manager. For more information, including filling out an application for services, please visit the SAR webpage at http://www.uttyler.edu/disabilityservices, the SAR office located in the University Center, # 3150 or call 903.566.7079.

Student Absence due to Religious Observance
Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

Student Absence for University-Sponsored Events and Activities
If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least 2 weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

Social Security and FERPA Statement:
It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Emergency Exits and Evacuation:
Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

Student Standards of Academic Conduct
Disciplinary proceedings may be imitated against any students who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

(i) "Cheating" includes, but is not limited to:

- Copying from another students' test paper;
- Using during a test, materials not authorized by the person giving the test;
- Failure to comply with instructions given by the person administering the test;
- Possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes." The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
- Using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
- Collaborating with or seeking aid from another student during a test or other assignment without authority;
- Discussing the contents of an examination with another student who will take the examination;
- Divulging the contents of an examination, for the purpose of preserving questions for us by another, when the instructor has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
- Substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
- Paying or offering money or other valuable things to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program, or information about an unadministered test, test key, homework solution or computer program;
- Falsifying research data, laboratory reports, and/or other academic work offered for credit;
- Taking, keeping misplacing, or damaging the property of U. T. Tyler, or of another, if the student knows or reasonably should know than an unfair academic advantage would be gained by such conduct; and,

- Misrepresenting facts, including providing false grades or resumés, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.

(ii) "Plagiarism" includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the submission of it as one's own academic work offered for credit.

(iii) "Collusion" includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignment offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.

(iv) All written work that is submitted will be subject to review by plagiarism software.

College of Education and Psychology Vision and Mission and Program Standards

Vision. The College of Education and Psychology is nationally recognized and respected for its academic programs and opportunities. It is a center of academic excellence, scholarly inquiry, and public service. The College prepares leaders to meet the critical challenges of the 21st Century, to make significant contributions to local and global communities, and to work toward individual and cultural equity.

Mission. The mission of the College of Education and Psychology is to provide a positive environment that fosters the acquisition of knowledge and skills. The mission is individually and collectively realized through a community of scholars that contributes to knowledge through scholarly inquiry; organizes knowledge for application, understanding and communication; and provides leadership and service. Additionally, the College is committed to affirming and promoting global perspectives, cultural diversity, and respect for individual differences as a means of enhancing learning, service, and scholarship.

UT Tyler Resources for Students

- UT Tyler Writing Center (903.565.5995), writingcenter@uttyler.edu
- UT Tyler Tutoring Center (903.565.5964), tutoring@uttyler.edu
- The Mathematics Learning Center, RBN 4021. This is the open-access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.
- UT Tyler Counseling Center (903.566.7254)

Note: this document is subject to change at the discretion of the instructor. Changes will be announced.

PSYC 4370/4371/4399 Course Calendar

Week	Dates	Topic	Readings	Assignments
1	August 24-30	Training/Orientation at site	N/A	Site Agreement Intro Seminar 8/24 @5:30pm CAS 258
2	August 31-September 6	Prep/Getting Started	Ch. 1 &2	Quiz #1
3	September 7-13	Classes/Peer Groups	Ch.3	Quiz #2
4	September 14-20	Ethical and Legal Issues	Ch. 4	Quiz #3
5	September 21-27	Supervision	Ch. 5	Quiz #4
6	September 28-October 4	Working w/ Diversity	Ch. 6	Quiz #5
7	October 5-11	Documentation	Ch. 7	Quiz #6
8	October 12-18	Stress & Self-Care	Ch. 8	Quiz #7
9	October 19-25	Risks	Ch. 9	Quiz #8
10	October 26-November 1	Closing/Finishing	Ch. 10 & 11	Quiz #9
11	November 2-8	Frustrations, Lessons	Ch. 12	Quiz #10
12	November 9-15			N/A
13	November 16-22			Site Supervisor Evaluation
14	Fall Break, working at your site is optional November 23-29 *Please discuss w/ your site what your individual expectations are			
15	November 30-December 6			End of Experience Reflection
16	December 7-11			Weekly Log due 12/11

Please note: Final grades are due on December 15, 2026.
Your grade will be “CR” or “NC.”