SYLLABUS

Course Information: PSYC 4370 Field Service in Psychology

SUMMER 2019

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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 through productive contributions to local and global communities and 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. We affirm and promote global perspectives that value individual and cultural diversity to enhance learning, service, and scholarship.

Course Description: 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 describe 5 scenarios of their placement

EVALUATION AND GRADING: Please note that grades are weighted by assignment category below.

CR/NC only.

Required Materials:

- Student liability insurance
ASSIGNMENTS:

STUDENT AGREEMENT:

1. The University of Texas at Tyler (UTT) undergraduate student will complete a minimum of 150 hours of unpaid service at the site listed above.

2. The UTT undergraduate student will keep a detailed log of their field service hours which will be signed off and approved on a weekly basis by the site supervisor.

3. This student is not required to participate in a field service experience class.

4. The UTT undergraduate student understands it is his/her own responsibility to obtain student liability insurance from the date of inception to the date the field service commences.

5. Demonstrate professional behavior consistent with ethical guidelines at all times, and follow all agency policies and regulations in their field service work.

6. Be at the agreed upon site location(s) at the scheduled times.

SITE SUPERVISOR AGREEMENT: 1. The site supervisor agrees to assign the student work which is appropriate for their skill level.

2. The supervisor will maintain a supervisory role and presence with the student.

3. The supervisor will provide consistent feedback to the student in order to facilitate learning.

4. The site supervisor has attached a detailed list of duties the student will be responsible.

5. The site supervisor will provide adequate training for the student.

6. The site supervisor agrees not to require the student to complete tasks and jobs of which they are not trained or licensed.

7. The site supervisor acknowledges that the UTT undergraduate student has had no formal training in counseling theories, methods, or practice. This is an opportunity for the student to gain field experience in a field of psychology.

8. The field service site and supervisor agrees to not hold UTT or any of its staff or employees responsible for the student and his/her actions. That the UT-Tyler field service instructor will provide the following:

1. Advise the student of the requirements (reports, evaluations, etc.) involved in the field service experience.

2. Maintain periodic contact with the site supervisor and the student to discuss his or her progress (telephone contact, site visits, etc.) as deemed necessary.
3. Give the student feedback regarding the faculty supervision and maintain appropriate records for evaluation and grading.

4. Be responsible for the evaluation and grading of the student.

ADDITIONAL INFORMATION:

1. UTT does not control the way in which the field service experience, work experience, and the field site are structured or operates.

2. Any field service or travel carries with it potential hazards which are beyond the control of the University and its agents or employees, and the student assumes the responsibility for any and all such risk.

3. The student is earning academic credit for this experience (CR/NR). The Department of Psychology and Counseling affirms that, to the best of its judgment, the experience is an appropriate option for this student.

4. The undersigned student and site supervisor hereby release and discharge the University from all responsibility and liability for any injuries, illnesses, medical bills, charges or related expenses the student incurs while participating in the field service experience.

5. The undersigned understand that if Student uses Student’s personal vehicle for the benefit of the organization/agency with whom Student performs the field service UTT has no liability for personal injury or property damage which may result from that use. The undersigned agree to rely solely upon their personal vehicle insurance coverage and on any insurance coverage provided by the organization/agency.

6. The University of Texas at Tyler as well as the Department of Psychology at Counseling at UTT will not be held responsible for the actions of this student.

7. As a student in the Undergraduate Field service the student knowingly assumes all potential and known and unknown risks that are possible while participating in this experience.

8. The student understands the level of professionalism that is required by the experience is different than that of being in an undergraduate classroom setting.

By signing this Agreement, each of the undersigned hereby acknowledges that he/she has read this entire Agreement, that he/she understands its terms, and that he/she has signed it knowingly and voluntarily. Student’s Name/ Date Site Supervisor’s Name/Date

To be filled out by the site supervisor: Please provide or attach a detailed listing of what duties the student intern will be responsible: Please log your service each time you report to your site.

FINAL REPORT INFO: Upon completing your field service experience, you will be required to turn in a report. You need to pick 5 experiences you have had during your
field experience and write a two-page report on each. Please change names to keep confidentiality. You may turn this in when you submit your final log of hours.

UNIVERSITY POLICIES:

Students Rights and Responsibilities To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: http://www2.uttyler.edu/wellness/rightsresponsibilities.php (Links to an external site.)

Grade Replacement/Forgiveness and Census Date Policies:

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 at 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 many forms and enrollment actions that students need to be aware of. These include: withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit. after the Census Date) a “W” grade) -enrolled in classes after being dropped for non-payment 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 Services:

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University offers accommodations to students with learning, physical and/or psychiatric disabilities. If you have a disability, including non-visible disabilities such as chronic diseases, learning disabilities, head injury, PTSD or ADHD, or you have a history of modifications or accommodations in a previous educational environment you are encouraged to contact the Student Accessibility and Resources office and schedule an interview with the Accessibility Case Manager/ADA Coordinator, Cynthia Lowery Staples. If you are unsure if the above criteria applies to you, but have questions or concerns please contact the SAR office.
For more information or to set up an appointment please visit the SAR office located in the University Center, Room 3150 or call 903.566.7079. You may also send an email to cstaples@uttyler.edu

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 two 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 reenter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

Student Standards of Academic Conduct:

Disciplinary proceedings may be initiated against any student 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 student’s 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 use 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 thing 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 that an unfair academic advantage would be gained by such conduct; and, • misrepresenting facts, including providing false grades or resumes, 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 assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.

Course Summary:

Topical Outline: (It is the instructor’s discretion to change the due dates listed below. It is unlikely that will happen but there is always a possibility. I will only make changes if there is an error or it is for the benefit of the entire class.)

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<thead>
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<td>Ch. 1 Reading Quiz (Remotely Proctored)</td>
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