

Internship in Industrial and Organizational Psychology
Psychology 5610, Section 001 – Spring 2009

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Office Hours: Tuesdays and Thursdays
2:00pm to 4:00pm or by appointment

Four face-to-face meetings will be scheduled during the semester, one meeting each in January, February, March and April (specific days and times TBD).

Eligibility

Students enrolled in the Industrial and Organizational (I/O) psychology masters program at UTA are eligible for Internship if they have satisfactorily completed at least one-half the total number of courses required, excluding the Internship (currently, seven classroom courses). The Internship instructor must approve each internship experience in advance in order for the student to receive credit for PSYC 5610. Credit will not be given for previous work experiences.

Learning Objectives

The purpose of the internship requirement is to provide practical, on-the-job experience in areas relevant to the practice of I/O psychology. Training gained from this experience will enhance the student's knowledge, skills and abilities needed to be strong competitors for employment. That is, integrating the concepts and ideas learned in the classroom and effectively applying this knowledge while on the job will strengthen student performance in the workplace thus enhancing overall marketability. Paid internships are, of course, preferred, but not required. The Internship course allows students to learn issues related to implementation of course material in practice, to learn specific skills, to learn about themselves, to learn about different practice areas, to make contacts for the future, and to be evaluated by outside experts.

The Internship course is designed to develop the student's knowledge of I/O psychology. The deliverables for the Internship course include: a) an Internship log, b) a summary paper reviewing what the student has experienced and learned, c) an oral presentation of the material to students and faculty, and d) a completed Performance Review form from the Internship employer. The written document and the oral presentation should reflect the student's comprehensive understanding of I/O psychology and how their coursework relates to their internship experiences.

The Internship course is essentially an independent study course. Students are required to meet with the Internship instructor and attend monthly meetings held throughout the semester. In addition, students are encouraged to work with the Internship instructor to ensure the documents and presentation meets the Internship standards and expectations.

Students are expected to find their own internship opportunities. The Internship instructor will provide students with available information regarding internship opportunities; however, it is the student's responsibility to secure their own internship experiences. Interns should be involved in I/O related activities (e.g., job analysis, recruiting, job evaluation and compensation, test validation, assessment and reporting, employee opinion survey analysis and feedback, focus groups, training development or conducting training, performance evaluation programs and succession planning). The student should meet with the Internship instructor to discuss the internship position and ensure that it meets the Internship instructor's expectations and the program's requirements before a position is considered an Internship.

Attendance at Monthly Meetings

The purpose of the meeting is to provide an opportunity to share real-world experiences, tools, methods, observations, challenges, accomplishments and best practices, and to provide a forum where students can obtain support, feedback, and recommendations. Attendance at monthly Internship meetings is mandatory and

promptness is expected. The instructor reserves the right to deny entrance into the meetings if students are late. The instructor also reserves the right to remove any student that disrupts the learning process. Attendance will be monitored.

The Internship Log

A daily log of internship hours should be kept and turned in to the Internship instructor by the end of the last week of the semester. The daily log should include activities/achievements as well as feelings or reactions. For each day, a brief synopsis of the day's activities should be entered including what the student was doing and their psychological reactions (typed or legibly written). This activity has been recognized as one of the best ways to learn from experience.

The following questions can be used as a guide for the daily log: What did I do? Whom did I encounter? What should I remember? What should I do to follow-up? How did I feel? (don't forget this item).

Summary Internship Document

The summary Internship document for the Internship course should be professionally written and comprehensive. This document should be written in accordance with APA standards and should constitute completely original work by the student. The Internship paper should be typed (double-spaced) and 8-10 pages in length. The following components should be included in the paper: a) a summary of the internship experience; b) a description of the use and application of academic principles or concepts utilized by the intern and/or the organization and the degree of effectiveness of these applications; c) a review of the academic principles or concepts not being used but which could be beneficial to the organization if applied, and an explanation of reasoning; d) a summary of current, empirical research with citations to define/support points made in (b) and (c) above; e) a review of significant learning experience(s) – [this includes detailed explanations of experience(s) viewed by the intern as most significant]; f) the student's observations of and / or recommendations to the organization; g) recommendation(s) for other students about the internship experience; and h) suggestions for enhancing the internship experience.

The Final Internship Package

The final Internship package should include: a) the Internship daily log, b) the completed Internship Performance Review form, and c) the Internship summary report. All final package materials should be delivered to the instructor on or before the last day of class. For a student to receive a satisfactory grade, all of the above materials have to be delivered to the instructor and an oral presentation must be given by the end of the last week of the class (week of May 4) for the Spring 2009 semester. Any incomplete packages or information will result in an unsatisfactory grade unless discussed before the deadline with the instructor.

The Internship Presentation

Students enrolled in the Internship course are responsible for scheduling the Presentation meeting. The presentation should follow logically from the Internship summary document. The presentation will allow students the opportunity to illustrate their knowledge and understanding of the Internship experience as well as their presentation skills and abilities. Additionally, the presentation will enable students to display their knowledge, skills and abilities to the rest of the Psychology Department and the I/O psychology students.

During the Internship presentation students should demonstrate: a) their ability to gather disparate pieces of information well, b) their ability to present relevant information clearly and in a concise manner, c) their ability to explain and integrate psychological theories, d) their ability to incorporate new information and ideas into the material presented, e) their ability to apply their psychological training and coursework to the material presented, f) their expertise in the subject matter, g) their ability to effectively and/or accurately respond to relevant questions, and h) their ability to prepare for and deliver an effective presentation.

Evaluation

The Internship course is a graded course based upon the following: a) completion of 400 Internship hours, b) the Internship log, c) the summary paper, d) the presentation, and e) the Internship Performance Review from the Internship supervisor.

All of the following requirements must be met in order for the student to receive six (6) hours of credit for the Internship: a) the student must work a minimum of 400 hours (equates to 25 hours/week for 16 weeks during a long semester or 40 hours/week for 10 weeks during a summer); b) the student must keep and submit a written record of work assignments and actual work activities; c) the student must write a paper relating studies to the Internship and assessing the Internship experience; d) the student must make a presentation of their experiences; and e) the student's Internship supervisor (employer) must submit the UTA I/O Program Internship Performance Rating form (or some other formal appraisal of performance).

Those students who receive low ratings from the Internship supervisor will receive a low or unsatisfactory grade for Internship unless they were in touch with the instructor during the internship period. In those circumstances, the issue will be dealt with on a case-by-case basis. A student who registers for Internship without the instructor's consent, fails to attend the Internship meetings, and/or does not complete the course requirements, may receive an unsatisfactory grade. If you have any questions, please contact the instructor via e-mail, voice mail, phone, or in person.

Academic Honesty

Academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form at The University of Texas at Arlington. All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. Discipline may include suspension or expulsion from the University.

Any student who is found to have committed ANY act of academic dishonesty or scholastic dishonesty in relation to the assignments and requirements of this course will automatically receive a failing grade. The failing grade for the course will be in addition to any university or departmental sanctions deemed appropriate.

Academic dishonesty includes, but is 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 (Regents Rules and Regulations, Part One, Chapter VI, Section 3, Subsection 3.2., Subdivision 3.22).

Americans With Disabilities Act

This Instructor and The University of Texas at Arlington are committed to federal equal opportunity legislation (Public Law 93112- The Rehabilitation Act of 1973 as amended and the Americans With Disabilities Act). Pursuant to section 504 of The Rehabilitation Act, there is renewed focus on providing those persons with disabilities with the same opportunities enjoyed by all citizens.

As a faculty member, I am required by law to provide "reasonable accommodation" to students with disabilities, so as not to discriminate on the basis of that disability. Student responsibility primarily rests with informing faculty at the beginning of the semester and in providing authorized documentation through designated administrative channels.

Communications.

When communicating with faculty members and other professionals, students are expected to behave in a professional manner. This includes addressing the audience using proper titles, using proper grammar, and using proper spelling in written communications. How a message is delivered is often as important as the message itself. Thus, students are expected to communicate professionally when speaking in person and when corresponding in writing (i.e., please use your grammar and spell-check functions before sending e-mails to anyone).