Coordinator: Rosann Ross, MA, LPC.

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Office Hours: To Be Announced

Class Information: The Field Experience requirement of the psychology major is an experiential learning opportunity allowing students to observe and apply psychology in the workplace. General objectives of the course include learning and using the skills pertinent to the chosen site, interacting with professionals in the field, becoming familiar with the language, concepts and specific tools that are relevant to the field site, and connecting your on-site experiences with the content of your psychology coursework. The psychology major requires three credits of field experience; a maximum of 6 credits may be taken. Students may enroll in 1-6 credits in any one semester. Forty-five hours at the field experience site are required for each credit hour earned.

Prerequisites: Majors only; junior or senior standing; permission of Field Experience Coordinator

Decorum: Remember that you are a guest at your field site and a representative of UNC. It is important that you conduct yourself accordingly. You need to dress, behave, and speak professionally. Follow whatever guidelines are in place at your site. If you have any questions, speak to your supervisor.

Requirements:
1. Each student must obtain from me or from the FIELD EXPERIENCE AGREEMENT FORM before registration. I will discuss with the students their interests and goals before referring them to one or more sites. (Students may also contact me with a placement already in mind or arranged). Students are responsible for contacting the placement and setting up an appointment time. Students should bring the Agreement Form with them to this meeting. Once the Agreement is signed by both the student and the site supervisor, I will review it for quality of the experience and relevance to the student’s interest in psychology. Once approved, the student will be released for registration. PLEASE NOTE: I do not register students for Field Experience; registration is the students’ responsibility. Also, note that PSY 491 is a variable credit class and students may enroll for 1-6 credit hours at a time. In registering, you must follow the special instructions for variable credits. In particular, if you intend to enroll for more than one credit, you must select the “variable credit” option or you will be defaulted to one credit hour.

2. MONTHLY REPORT/TIME LOGS: You will be required to complete a weekly time log with an “end of month” report on your experiences for that month. Time logs do not need to be submitted each week. However, monthly reports are due on or before the last day of the month. For SUMMER semester, there should be a log turned in for May, June, and July. Record the last week of the session on July’s time log. Please attach your weekly time log to the monthly report. Forms are available under Course Materials at the Blackboard site.

3. VERIFICATION OF HOURS AND SUPERVISOR EVALUATION: Your supervisor must submit the Field Experience Verification of Hours and Student Evaluation form; I must receive it by Friday, August 7, 2015. You must provide this form to your supervisor. It is also among the course materials at our Blackboard site. Prepaid and addressed envelopes are available in the psychology office. You may pick one up any time and give to your supervisor. If your supervisor allows you to deliver this form to me, rather than place it in the mail, it must be in a sealed envelope with the supervisor’s signature across the flap.

4. REACTION/APPLICATION PAPER: An application/reaction paper is due on the Friday of the last week of the semester (August 7, 2015). In this paper you must comment on skills you have learned, critique the experience (strengths and weaknesses), and make suggestions for improving or building on your experience. Did your experiences match the expectations you had at the outset? Please be thoughtful and reflective. Important: your paper must also attempt to connect your psychology coursework with your field experience. That is, what principles, concepts or information from any of your psychology courses were relevant to your field experience? Did your experiences contradict, confirm, or extend information from your classes? You may also comment on whether or not you would like to do further work, or get further training, in this area. The paper should be approximately 2-4 pages in length, double spaced with one-inch margins and should reflect your best
5. **BLACKBOARD SURVEY:** By the end of the last week of the session, **Friday, August 7,** please complete the brief, anonymous course evaluation survey at the course blackboard site. Please note that this is required in order to receive an “S” for the course.

6. **EVALUATION:** This course is graded “S” (satisfactory) or “U” (unsatisfactory). An “S” will be assigned if all the above requirements of the class are met, and if the required/contracted on-site hours are completed. Your site supervisor must verify the hours you have been at the site and provide a short evaluation of your performance. This form MUST be returned to me BEFORE a grade can be given. A “U” may be awarded for any of the following: your supervisor does not verify your contracted hours by the due date indicated above; your paper is incomplete or poorly written; you have not submitted the required monthly reports, you received an unsatisfactory evaluation from your supervisor, or you have not filled out the course evaluation.

7. **Communication:** It is very important for you to communicate effectively with me. The best method is email (address above). All email communications about the field experience must include “PSY 491” in the subject line. This will assist me in efficiently responding and will minimize the chance that your email will fall victim to my spam blocker. Please contact me right away with any questions, problems, or concerns. It is also important that you communicate effectively with your supervisor in the field. You should contact him or her immediately with concerns related to your responsibilities at the site. It is also necessary that you contact your supervisor immediately if you will be late or if you must alter your schedule in any way.

8. This is a blackboard-assisted course. I cannot be responsible for e-mails that you do not receive because you’re checking an e-mail account that is other than your UNC/BearMail account and you haven’t changed your e-mail address in Blackboard. To change your email address within Blackboard, go to “My Information,” then select “Personal Information,” then select “Edit Personal Information” and change your e-mail address to reflect the e-mail address you check most frequently. I have also sometimes had trouble communicating with students who let their email inboxes get too full.

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**DISABILITY STATEMENT:**
Students who believe that they may need accommodations in this class are encouraged to contact the Disability Access Center (970-351-2289) as soon as possible to ensure that accommodations are implemented in a timely fashion.

**Academic Dishonesty**
The University of Northern Colorado’s Student Code of Conduct ([http://www.unco.edu/dos/student_conduct.html](http://www.unco.edu/dos/student_conduct.html)) and Honor Code ([http://www.unco.edu/dos/honor_code/index.html](http://www.unco.edu/dos/honor_code/index.html)) strictly prohibit any form of academic misconduct. Academic misconduct includes but is not limited to plagiarism, cheating, fabrication, and knowingly or recklessly encouraging or making possible any act of plagiarism, cheating, or fabrication. Academic misconduct is an unacceptable activity in scholarship and is in conflict with academic and professional ethics and morals. All incidents of alleged plagiarism or other forms of academic dishonesty will be investigated and violations of academic integrity will result in a consequence that may be as severe as an F in the class and a recommendation for expulsion. For more information on plagiarism and appropriate paraphrasing, please see: [http://www.unco.edu/dos/honor_code/defining_plagiarism.html](http://www.unco.edu/dos/honor_code/defining_plagiarism.html).