

PSY 1900 SUPERVISED FIELD PLACEMENT GUIDELINES

University of Pittsburgh

Department of Psychology

PSY 1900 Supervised Field Placement is an unpaid internship experience in which students earn academic credit for volunteer work in a supervised setting which has been approved by the Department of Psychology. The purpose of this course is to provide practical experience related to other course work in Psychology and to help students choose possible career paths.

Prerequisites: Students must be a declared psychology major, have a minimum overall GPA of 2.75, 12 credits of psychology (including current term), and any additional requirements of the specific site.

Registering for PSY 1900: Complete the *PSY 1900 Supervised Field Placement Learning Agreement* with the site supervisor. Make two copies of the signed agreement form (one copy for your records, one copy for the site supervisor) and bring them along with the original to the Psychology Advising Office during walk-in hours. A psychology advisor will process the learning agreement and provide you a permission number which will allow you to self-enroll. A 2-term commitment will require completion of a new Learning Agreement for the second term.

Students must be registered for PSY 1900 during the semester in which the Supervised Field Placement hours are begun.

Credit Options: Students may take a maximum of 3 credits of PSY 1900 in any one term (excluding the Allegheny County Medical Examiner's Office for 6 credits). The PSY 1900 experience must be unpaid in order to earn academic credit. Credit hours reflect the number of hours spent at the site over the term:

1 credit = 55 hours

2 credits = 85 hours

3 credits = 120 hours

Also note that a total of 12 credits of PSY 1900, PSY 1902, and PSY 1903 combined may be applied toward the B.S. degree, with a maximum of 9 credits under one course number.

Daily Journal: Students must write a journal entry for each day spent at the placement site. Journals are due at mid-term and at the end-of-term. Students are to consult CourseWeb for PSY 1900 announcements, due date reminders, and their grade book status throughout the course of the semester.

Receiving Credit: In order to earn credit, the student must submit a mid-term and end-of-term evaluation form as well as a mid-term and final journal through CourseWeb by the published due dates each semester.

* *Evaluation Forms are available by download on CourseWeb and from the Undergraduate Psychology Department website.*

JOURNAL GUIDELINES

PSY 1900 may be used to fulfill a psychology degree requirement, and because of this you are expected to produce a journal of upper level quality to satisfy the academic component of the experience. The supervised field placement is meant to give you experience in the field of psychology as well as contribute to your professional and personal goals and awareness. Journals give you the opportunity to pull together thoughts, feelings, insights, likes/dislikes, and ideas about future careers or education.

Do not include the actual names of clients/patients. Indicate in your journal that names have been changed.

Journal Cover Page

Include a cover page with the following information:

Name
Email address
Phone number
Term registered and date
Placement site and supervisor's name

Journal Entry Format

Your journal should have one cover page and daily journal entries. Please use bold headings to indicate the sections outlined below. The length of your comments for each section will likely vary from day to day based upon your activities, but should be approximately one page typed in 12 pt. font, double spaced with 1" margins and be as thorough as possible.

Date:

Hours completed for this entry: (e.g., 4 hours)

Description: (how your time was spent: responsibilities, interactions with clients and/or staff)

Observations: (client improvements, theories/techniques observed that were discussed in one of your classes, what you learned today, your view of how the organization functions, interesting dynamics between clients or between clients and staff, etc.)

Personal reflection: (how you felt about the day's experience and observations, what you are getting from this experience, how is this experience relating to your own life and potential career aspirations, any insights about professional goals, insights into personal strengths/weaknesses or skills/interests, do you like this type of work, any situation you would've handled differently, etc.).