

## JOURNAL GUIDELINES

PSY 1900 can be used to fulfill a psychology degree requirement, and because of this you are expected to produce a journal of upper level quality. Although the specific activities will vary from day to day, you should be participating in activities that contribute to your learning experience in some way on a daily basis. 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. The following are a few important guidelines to help you construct your journal entries.

**Journals must be typed and double spaced.** No hand written journals will be accepted. It is fine to make notes/comments while you are at your placement, however, this should then be typed in the proper format to be submitted.

Most journal entries should be approximately a page for each day spent at the site. Although your daily activities may be covered in less than a page, your experience at the site should bring up questions/comments on many other areas.

Do not include the actual names of clients/patients. Feel free to make up whatever names you would like to use in order to ensure confidentiality.

How will you know if your journal is acceptable? Once you turn in your journal at both the mid-term and end-of-term, you will be notified through your Pitt email address if the journal is unacceptable and comments on how it needs to be improved. If you do not receive an email, the journal was acceptable. If journals are not completed to standards, you will be asked to REDO the journal or receive an "NC" (*no credit*) for your PSY 1900 credits.

### Journal Cover Page

When submitting your journal at mid-term and end-of-term, be sure to 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

Please use headings to indicate the sections defined below. The length of your comments for each section will likely vary from day to day based upon your activities, but should be at least one double spaced page and 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):

**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, 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.). This part of your journal should be used to organize thoughts and address feelings and frustrations. If you aren't able to reflect on your placement, you won't be able to benefit from what you are learning.

If you have any questions about your journal entries please contact your advisor or the Field Placement Coordinator. Please note: Journals may be picked up at the end of the term and are only saved for one year.