

Sul Ross State University – Behavioral and Social Sciences Department

PSY 4312 Course Syllabus ~ Spring 2025

Course Title:	Community Experience in Psychology
Contact Information:	A. M. Trotman, PhD – alicia.trotman@sulross.edu
Office (LH 306) Hours:	Mondays (2:30 to 5:30pm); Tuesdays (2:00 to 4:00); Wednesdays (11:00am to 12:00pm; 3:00 to 5:30pm) Appointment: https://calendly.com/amtsulross/office-hours-appointment
Prerequisites:	Multicultural Psychology (PSY 3314) and Abnormal Psychology (PSY 3304)

Course Description:

This course is an intermediate type of a psychology professional work-based instruction that provides career exploration and/or helps interns gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience. Indirect supervision is provided by the site supervisor. A practicum may be paid or unpaid learning experience.

Student Learning Outcomes:

At the conclusion of the internship, the interns will:

1. Be able to write and verbally explain the components of a treatment plan.
2. Demonstrate a working knowledge of confidentiality and HIPPA standards and procedures.
3. Demonstrate self-awareness and perspicacity on being an observer of client-therapist interactions.
4. Exhibit behaviors that demonstrate dependability and punctuality, adhere to established professional code of ethics, and recognize and maintain boundaries within his/her areas of expertise.
5. Refer to the evaluation section for designated procedures to determine if the intern successfully completed the learning outcomes.

Site Attendance Policy:

The intern is required to attend their assignment on the designated day and time, as determined by the intern and supervisor/affiliate for a total of 40 hours. Absences may be excused by calling the supervisor/affiliate prior to the site visit. These hours must be made up with the consent and approval of the supervisor. Unexcused absences will affect the intern's overall grade and the affiliate is not responsible for assisting the intern with making up the hours. The supervisor and college faculty will determine if absences are excused or unexcused. Excessive absences (3) may lead to dismissal from site.

PLEASE NOTE THE DUE DATES ON FORM AND ASSIGNMENT SUBMISSION. THE EXPECTATION IS THAT INTERNS WILL MEET THE DEADLINES. IF YOU CANNOT MEET THE DEADLINES, YOU MUST CONTACT THE INSTRUCTOR IMMEDIATELY. INTERNS ARE EXPECTED TO MAINTAIN REGULAR COMMUNICATION WITH THE COURSE INSTRUCTOR AND SITE SUPERVISOR.

Course Requirements

1. Completion of 40 hours at the designated site (40%)
 - a. Meeting and/or exceeding 40 internship hours will result in a grade of 100.
 - i. Every 5 hours-missed below 40 hours will drop the grade by 20 points.
 - b. Absences that total 20 hours from internship site may result in dismissal from the site.
 - c. Excessive tardiness may result in dismissal from the internship site.
 - i. Tardiness is defined as arriving at the site 15 minutes past the designated reporting time.
 - d. Site attendance and internship hours will be documented via TIME LOGS, signed and verified by the supervisor and intern.
 - i. Hours will be submitted to the class instructor during class meeting times only.
 - ii. Signatures from the site supervisor and intern are required prior to submitting TIME LOGS to class instructor; all lines on TIME LOG must be completed (i.e. course code, date, intern name, site, hours, and proper signatures).
 - iii. Due dates for TIME LOGS will be decided during the first two weeks of the semester.
2. Evaluations (30%)
 - a. Three evaluations will serve as verification of intern progress. The first at midterm, and the final two at the end of the semester. All three must be completed and signed by the site supervisor. If the intern changes sites mid-semester, or interns at multiple sites during the duration of the semester, evaluations must be completed by both sites, unless prior approval from course instructor. See course outline (below) for due dates.
 - i. Performance Evaluation (midterm & final)
 - ii. Final Report (final)
3. Assignments (20%)
 - a. Resumé
 - i. Resumé will be reviewed by course instructor and returned to intern for revision, if necessary. Intern is expected to submit revised resume by the last class meeting.
 - b. Objectives paper

- i. A summary of how the intern has met the objectives will be submitted at the end of the semester. The paper is designed to ensure that all required Course Objectives, as listed in the syllabus, are met.
 - ii. 2-3 typed pages, double space
4. Internship Forms (10%)
 - a. All forms must be completed in their entirety. Prior to submitting required forms, interns are responsible for securing site supervisor signature. If the intern changes sites mid-semester, or interns at multiple sites during the duration of the semester, required forms must be completed by both sites. In other words, ALL related forms must be completed for ALL agency sites in which the intern interns.
 - i. Signed Site Internship Supervision Agreement
 - ii. Signed Confidentiality Statement
 - iii. Signed Sul Ross Internship Expectations Agreement
 - iv. Signed Intern Feedback Form

Course Objectives:

Criteria for Course Objectives paper - At the conclusion of the course, the intern will demonstrate, in writing via OBJECTIVES PAPER, their ability to:

1. Exhibit behaviors that reflect dependability and responsibility by being punctual, attending meetings and/or sessions according to program policies, and completing course assignments.
2. Exhibit ability to get along with people at the site, by demonstrating understanding, friendliness, adaptability, empathy and politeness.
3. Respond positively and objectively to supervision and guidance by site staff and college faculty.
4. Exhibit respect for others.
5. Recognize and maintain boundaries within his/her areas of expertise and seek assistance as warranted.
6. Participate by asking questions when appropriate.
7. Choose ethical courses of action in decision-making.
8. Exhibit an ability to interact effectively with individuals from diverse backgrounds, individuals with physical differences, and individuals with various degrees of mental and intellectual functioning and incorporate this understanding into future practice.
9. Be present confidently, maintaining a positive view of self.
10. Acquire knowledge of the overall mental health evaluation process through such procedures as screening and assessment.

SRSU Disability & Counseling Services:

SRSU Accessibility Services. Sul Ross State University (SRSU) is committed to equal access in compliance with the Americans with Disabilities Act of 1973. It is SRSU policy to provide reasonable accommodations to students with documented disabilities. It is the student's responsibility to initiate a request each semester for each class. Students seeking accessibility/accommodations services must contact Mrs. Mary Schwartze Grisham, LPC, SRSU's Accessibility Services Director or Ronnie Harris, LPC, Counselor, at 432-837-8203 or email mschwartz@sulross.edu or ronnie.harris@sulross.edu. Sul Ross International students can also contact Alejandra Valdez, at 830-758-5006 or email alejandra.valdez@sulross.edu. Our office is located on the first floor of Ferguson Hall, room 112, and our mailing address is P.O. Box C122, Sul Ross State University, Alpine, Texas, 79832.

Sul Ross has partnered with TimelyCare where all SR students will have access to nine free counseling sessions. You can learn more about this 24/7/356 support by visiting [Timelycare/SRSU](https://www.timelycare.com/SRSU). The SR Counseling and Accessibility Services office will continue to offer in-person counseling in Ferguson Hall room 112 (Alpine campus), and telehealth Zoom sessions for remote students and Sul Ross International students.

Library Services Statement

The Bryan Wildenthal Memorial Library in Alpine offers FREE resources and services to the entire SRSU community. Access and borrow books, articles, and more by visiting the library's website, library.sulross.edu. Off-campus access requires logging in with your LoboID and password. Librarians are a tremendous resource for your coursework and can be reached in person, by email (srsulibrary@sulross.edu), or by phone (432-837-8123).

No matter where you are based, public libraries and many academic and special libraries welcome the general public into their spaces for study. SRSU TexShare Cardholders can access additional services and resources at various libraries across Texas. Learn more about the TexShare program by visiting library.sulross.edu/find-and-borrow/texshare/ or ask a librarian by emailing srsulibrary@sulross.edu.

Honoring Academic Integrity

Students in this class are expected to demonstrate scholarly behavior and academic honesty in the use of intellectual property. A scholar is expected to be punctual, prepared, and focused; meaningful and pertinent participation is appreciated. Students should submit work that is their own and avoid the temptation to engage in behaviors that violate academic integrity, such as turning in work as original that was used in whole or part for another course and/or professor; turning in another person's work as one's own; copying from professional works or internet sites without citation; collaborating on a course assignment, examination, or quiz when collaboration is forbidden. Other instances of academic misconduct are lying in connection with your academic work, cheating, misrepresenting facts and/or collusion and **using open AI** sources unless *permission is expressly given* for an assignment or course. Violations of academic integrity can result in failing assignments, failing a class, and/or more serious university consequences. These behaviors also erode the value of college degrees and higher education overall All these are contrary to the purpose of any

educational institution and will be dealt with **most severely** to the extent of the university's disciplinary policy and/or through legal action if indicated. An instructor who determines that a student has been dishonest academically can at a minimum issue no credit for the assignment/exam, and/or pursue more severe penalties, including but not limited to failing the course. Further information about *Academic Honesty* can be read in the [SRSU Student Handbook](#).

Marketable Skills

1. Speaking Effectively: Students will demonstrate competency in public speaking and communicating scientific information to diverse audiences.
2. Describing Feelings: Students will demonstrate empathic or active listening and conversational skills, and/or write clearly about their affective stance, respectfully attuned to the needs of their audiences.
3. Identifying Resources: Students will demonstrate the aptitude to locate, organize and evaluate the credibility of information from multiple sources.
4. Analyzing: Students will demonstrate ability to examine the underlying issues of a scientific problem, attending to the pertinent details and creating a plan of action, recognizing ambiguity and complexity as essential components.

Evaluation Method:

The intern will maintain all required documents in the interns' lab folder (portfolio), maintained by the college faculty. The intern lab folder will be handed to the intern during each class meeting, and returned to the instructor at the end of each class meeting. Successful completion of the course is determined by a completed intern lab folder at the end of the semester. All documents will be evaluated and graded by college faculty and site supervisor, and moved into the intern file for exit interview. All completed assignments and hours must be submitted by **Wednesday April 30th 2025**.

Grading Policy

Grades in this course will be determined using the following criteria:

40%	Time Log/Hours Completed – 40
30%	Evaluations – 3 total: Performance (2) and Final Report
20%	Assignments – Resume and Objectives Paper
10%	Forms - 4 required forms completed by every site

Please note that the day and time for class meetings may change, based on schedules. You will be provided with specific information, regarding class times/dates the second week of the semester.

CLASS MEETING

COURSE MATERIAL

Weeks of January 15th and 20th	<ul style="list-style-type: none">☞ Review Syllabus and required forms (Site Internship Supervision Agreement, Confidentiality Statement, Sul Ross Internship Expectations Agreement)☞ Review course objectives & begin intern files.☞ Discuss HIPPA, confidentiality, and privacy☞ Visit site
Week of February 3rd	Submit Confidentiality Statement and all agreements
Week of March 3rd	Check-in and Review intern files; Submit Midterm Performance Evaluation
Week of April 28th	Submit Time Log Sheets; Final class meeting – all requirements and forms due at this time *** Final Objectives Paper due Wednesday April 30 th ***