

Vanguard University
School for Professional Studies
Degree Program

“FIELD PRACTICUM”
PSYD 460

Student Guide

5/2010

CATALOG DESCRIPTION

Students will accrue 100 hours at a human services agency or research facility as a student intern. Students will begin their practicum after the Human Services course, accruing hours over the course of the program. A written report detailing the field practicum experience as well as an oral presentation will be completed during this course.

COURSE DESCRIPTION

Field Practicum provides students with the opportunity to apply theory to practice in a social services agency, gaining experience in basic helping skills. Students will accrue 100 hours at a human services agency or research facility as a student intern. Students will begin their practicum after the Human Services course. (Guidelines for selecting an appropriate practicum site will be discussed during that course.) Field Practicum will be scheduled as the final class in the program, but students will accrue hours over the course of the program. Students should plan to have their 100 hours completed prior to the beginning of the Field Practicum course.

LEARNING OUTCOMES FOR PSYCHOLOGY MAJOR

Over the course of their work in the major, students will develop and demonstrate skills in the following areas:

Knowledge Base in Psychology

- Analyze and evaluate the cognitive, behavioral, biological, socio-cultural, and spiritual perspectives of human nature.

Research Methods in Psychology

- Understand and apply the principles of empirical research.
- Acquire skill in designing research and evaluating the research of others.
- Information and Technology Literacy

Critical Thinking Skills in Psychology

- Think critically and evaluate evidence rationally.

Application of Psychology

- Integrate theoretical perspectives with their own life experiences.
- Combine what they have learned in the classroom with Field Practicum experience.
- Integrate psychological knowledge and Christian faith.

Values in Psychology

- Integrate psychological knowledge and Christian faith.
- Work cooperatively and develop healthy interpersonal relationships.
- Assess the importance of developing a lifestyle of personal health and well-being.
- Appreciate and support differences of race, ethnicity, gender, and age within the Biblical vision of inclusiveness and the equal value of all people.

Communication skills:

- Acquire skill in written communication.
- Acquire skill in oral communication.
- Information and Technology Literacy

Socio-cultural and international awareness

- Appreciate and support differences of race, ethnicity, gender, and age within the Biblical vision of inclusiveness and the equal value of all people.

Personal Development

- Integrate psychological knowledge and Christian faith.
- Work cooperatively and develop healthy interpersonal relationships.
- Support the values of the family and other meaningful relationships.
- Assess the importance of developing a lifestyle of personal health and well-being.

Career planning and development

- Combine what they have learned in the classroom with Field Practicum experience.

Course Specific Learning Outcomes

Knowledge Base in Psychology

- Students will demonstrate mastery of the content areas of psychology on written exam
- Students will describe their field practicum experience, including an evaluation and analysis of which core concepts were most evident and applicable to their experience at their practicum site

Application of Psychology

- Students will apply concepts learned in the major as a student intern/volunteer at a human services agency or research facility. Students will complete a minimum of 100 hours of service learning at a site approved by the Chair of SPS Psychology
- Students will reflect (in written paper and oral presentation) on the significance of their faith and worldview on their practicum experience.

Communication skills:

- Students will demonstrate college level writing skills in describing their field practicum experience, in their reflection on that experience, and in their reflection paper in the Portfolio of Learning
- Students will demonstrate effective oral communication skills in their oral presentation of their field practicum and in their interactions at their practicum site, as evaluated by their field supervisor

Values in Psychology

- Students will demonstrate the ability to work cooperatively and develop healthy interpersonal relationships over the course of their 100 hour field practicum, as assessed by their practicum supervisor

Career planning and development

- Students select a field practicum site where they can develop skills in keeping with their educational and career goals
- Students combine what they have learned in the classroom with Field Practicum experience.

STUDENT EVALUATION

Students in this course will be evaluated by the College's 4.0 grading system. You should refer to the Student Handbook for further details on the grading system.

The following criteria will be used in determining the student's grade. **Students must successfully complete every component to receive a passing grade for the class.**

Assignment	Points	Due
Field Practicum Experience <ul style="list-style-type: none"> As verified by supervisor evaluation form, confirming successful completion of 100 hours. (Student may report up to 20 hours of necessary transportation time.) 	600 points	Hours to be complete by Wk. 1 Eval form due Wk. 4
Attendance and Participation <ul style="list-style-type: none"> Including completion of departmental end of program test and final program evaluation 	100 points (5 weeks class attendance @ 20 pts. per week)	Weeks 1-5
Written report and oral presentation	200 points	Week 3
Portfolio of Learning	100 points	Week 4
TOTAL POINTS:	1000 points	

STUDENT EVALUATION

Percentages	Points	Grade	Significance	GPA
93-100%	930-1000	A	Exceptional	4.00
90-92.9%	900-929	A-		3.67
87-89.9%	870-899	B+		3.33
83-86.9%	830-869	B	Good	3.00
80-82.9%	800-829	B-		2.67
77-79.9%	770-799	C+		2.33
73-76.9%	730-769	C	Satisfactory	2.00
70-72.9%	700-729	C-		1.67
67-69.9%	670-699	D+		1.33
63-66.9%	630-669	D	Poor	1.00
60-62.9%	600-629	D-		0.67
00-59.9%	000-599	F	Failure	0.00

Dear Student,

All students enrolled in the SPS Psychology program at Vanguard University are required to complete 100 hours in a practicum setting at a human services organization or a research facility. These hours must be completed by the end of the program, and should begin after the Human Services course. Up to 20 hours of necessary transportation time (commuting to and from the placement site) may be included in the 100 hours.

Students will be given information about the selection of a placement sites during the Human Services course. The Chair for SPS Psychology must approve practicum sites. In order for a practicum site to be approved, you must have supervision by a qualified supervisor who provides training and clinical supervision over the course of your placement, and who is familiar enough with your work to complete the enclosed evaluation form. The initial contract should be submitted to the Chair prior to beginning the placement. Please note that it is the student's responsibility to ensure that the initial contract and the evaluation form are signed by the supervisor and received by the Chair. The Chair is available to meet individually with students who desire more direction in the choice of their practice site.

The field practicum is designed to be a service learning experience rather than paid employment. Students may not do their field placement at their work site, nor may they be supervised by a member of their own family. Any exceptions to this policy (such as a formal internship that provides a small stipend to cover gas expenses) must be reviewed by the Chair prior to beginning the internship. Exceptions will be considered on a case by case basis.

Please contact me via telephone or e-mail if you have any questions whatsoever about these policies or procedures. **I am available to discuss concerns regarding your field placement at any point during your field placement experience.**

Good luck and God bless!

Claudia Degelman MA, MFT
Chair of SPS Psychology
Vanguard University
55 Fair Dr.
Costa Mesa, CA 92626
cdegelman@vanguard.edu
714-556-3610 ext. 3652

DESCRIPTION OF ASSIGNMENTS

Practicum Experience and Site Selection:

An overview of types of human service agencies appropriate for field placements will be included in the Human Services course. Students are encouraged to give careful thought to their future career goals and select a practicum site that will help them progress towards their chosen goals.

In exploring possibilities, please review the comprehensive binder of SPS Practicum Sites located in the Psychology Department Building (next door to the library). The Chair also has descriptions of sites written by SPS students who have completed their practicum at those sites. These books are available to be reviewed by making an appointment with the Chair or with the secretary of Undergraduate Psychology. Notebooks must be reviewed on site and may not be checked out.

You will be completing 100 hours at an approved human service agency. Although most students express significant anxiety about the practicum requirement, virtually all students have cited this as one of their most significant learning experiences in the program, stating that it made their classroom experiences come alive and made the theories become very real to them.

Students are encouraged to select a field practicum experience that will give them the opportunity to learn new skills and/or work with a population that is new to them. SPS students have a variety of backgrounds and levels of previous experiences, so what is a great learning experience for one student, might be a poor choice for another. Students desiring additional assistance in selecting a site should schedule an appointment to meet with the Chair after completing the Human Services course.

NOTE: Students are responsible to keep a log of hours accrued. Verification of hours will be provided by the supervisor as part of the final evaluation form.

Common Questions asked by Students:

I work full-time and have a family. I have no extra time to do an internship. How can I fit in even a few hours per week?

There are many sites that allow incredible flexibility and even allow you to work from home. For instance, some hotlines will simply forward their phone lines to your home during your assigned hours. If you have some specific concerns, please contact us and we will help you work something out that will enable you to keep your sanity and your family!

I have no time during the week, and limited time during weekends. Are there any internships which would allow me to work a few hours on Saturdays?

Yes! For example, Project Together, a mentoring program that is operated by Orange County Health Care Agency, allows you to schedule your time with your client at mutually agreeable hours. Group homes and shelters are generally open 24 hours per day, and can use volunteers for most of those hours.

I contacted an agency, and they said that they don't take interns, but they do use volunteers. What is the difference?

Many agencies have guidelines that describe different categories of volunteers. Some agencies only use master's level interns, but do have other volunteer possibilities that would meet the requirements for field practicum. The agency does need to be willing to provide supervision appropriate to the work you will be doing, and to complete an evaluation form at the end of your field practicum. Specific questions about the appropriateness of a site should be discussed with the Chair.

I don't intend to become a counselor; do I still have to do an internship?

Yes, but let us know what your career goals are and we'll help you find a practicum experience that will support these goals. For instance, we have many students who plan on applying to the teacher credential program, thus we encourage them to complete a practicum in the educational field, such as an after school tutoring program.

Class Assignments:

Preparation for Week 1:

While there are no assignments due on week 1, spending time preparing for the course assignments will be highly beneficial. Suggested activities:

- Read the description of all assignments
- Review the description of the Portfolio of Learning. Organize and review your work completed over the course of the program. Locate assignments that are required for inclusion in the Portfolio of Learning; consider which optional assignments you will choose for inclusion.
- Begin to review for the in class exam on week 2 (described below).
- If you have not already received your evaluation from your practicum supervisor, make arrangements to obtain the completed evaluation. (Supervisor may either give this directly to student or mail to Claudia Degelman).

In Class Exam (Administered Week 2)

At the beginning of the major, students completed a 100 item multiple choice test to establish a baseline indicator of each student's specific knowledge of the field of psychology. At the conclusion of the program, the same or similar test is administered as a post-test. This test is scored and the results are compared to the student's score on the pre-test. While the score on the test does not have an impact on the student's grade, students are encouraged to review for the test and to make their best effort to do well on the test. The test is administered on week 2, and there are many ways to prepare for this exam.

To prepare for the Psychology Major Field Test, you can do the following:

1. Utilize the study (provided in class on week 1) to identify specific areas you need to review.
2. Review the chapters from a solid introductory psychology text (such as Myers' *Psychology*). A copy of Myers' *Psychology* will be put on 2-hour reserve in the library.
3. Work your way, chapter by chapter, through online tutorial quizzes. To do this, go to <http://bcs.worthpublishers.com/myers8e/>, follow the instructions to register for the site, and select the chapter you'd like to study and the resource within the chapter (such as Tutorial Quiz).
4. Review an online survey of psychology by Russell Dewey available at <http://www.intropsych.com/>

Written and Oral Report (Week 3)

Students will complete a final written report describing their field practicum experience. This report serves several purposes. It provides an opportunity for each student to reflect on their personal and professional growth over the course of the program. This will be helpful to students as they prepare for job interviews and completing grad school applications. It also provides the psychology department with evidence of student learning. The first two pages of the report will be added to the Field Practicum notebooks to help future students selecting a practicum site make an informed decision. Students are encouraged to see this as a capstone paper that integrates theory, practical experience, and self-evaluation.

This report must be submitted both in hard copy and electronically to:
cdegelman@vanguard.edu

The report will be typed, a minimum of 5 pages in length, and cover three broad areas:

1. 1- page description of the agency where you are did your placement. This should include agency name, address, phone number, and contact person. It should describe the services provided by the agency, the qualifications of service providers, and the nature of the clients served.
2. 1-page description of the range of activities you participated in over the course of your practicum.
3. 3- page description of key learning that occurred during the field placement. This should include:
 - How course content related to the field placement experience; give specific examples of how your practicum experience related to significant concepts from a minimum of three different classes taken in the psychology major
 - A description of your personal learning about your own strengths and areas where you need to grow
 - A description of how your own faith was integrated into your field placement experience

Students will give an **oral presentation** describing their field practicum experience during the Field Practicum course, covering the same areas as the written report. This report is to be 7-10 minutes in length. Students may use appropriate visual aids.

Supervisor evaluation (Due week 4; may be submitted earlier)

Students must submit their completed evaluation by their field placement supervisor. This must verify successful completion of the practicum; supervisor feedback is considered in determining the student's grade for this course. Please note that the supervisor must indicate the number of hours accrued during the practicum on the last page of the evaluation form.

Portfolio of Learning
SPS Psychology

(This document was distributed to students during Survey of Human Behavior course)

Students in the SPS Psychology major will compile a portfolio of their work completed over the course of the psychology program. The purpose of the portfolio is twofold: to provide evidence of student learning as required by our accreditation organization and to provide students with an organized record of their own learning. Students will save their completed assignments over the course of the program and will then review their work during the last class in the major (Field Practicum); at that time they will also write a written reflection on their learning. Students will submit a portfolio consisting of 5-7 major assignments completed over the course of the program and the reflection paper. Some assignments will be required for inclusion in the portfolio, and others will be selected by the student.

Guidelines for creation of portfolio (to be submitted during Field Practicum class) appear below. (Note: Students who do not take the Field Practicum class at Vanguard will need to arrange to submit the portfolio to the chair of SPS Psychology prior to completion of the major.) The portfolio is to include:

- The research papers written in both Writing and Research Skills and Understanding Research Design. Comparing these two papers will provide an opportunity for students to review how their writing skills and their understanding of research in psychology have advanced over the course of the program.
- One assignment that best demonstrates student's learning about their own life/family experience through the lens of theory. This assignment may be selected from either the Family Description Paper or the Family Genogram Paper (Psych of the Family); the Attachment Paper (Childhood and Adolescence); or the Successful Aging Journal (Adulthood and Aging).
- One assignment that describes an example of experiential learning. This assignment may be selected from their Behavior Modification Paper (Behavior Modification); Multicultural Interview Paper (Group Dynamics); or Multicultural Assignment Paper (Social and Cultural Psychology).
- One assignment that address integration of psychology and faith. Examples would include either of the written Learning Assessment Papers (Psychology and Christianity) and the Christian Worldview Paper (Survey of Human Services); however, students may select another assignment in which they dealt significantly with issues of integration.
- One assignment of the student's choosing selected as an excellent representation of the student's best work and learning in the psychology major.

Students will review all of their work in making selections for the portfolio. Students will then write a two page reflection paper on their learning to include:

- Student's description of what they expected to learn at the outset of the major
- Student's assessment of their own actual learning over the course of the major
 - Students are encouraged to take a holistic approach and may include examples of personal, professional, spiritual, as well as academic learning
- Student's description of what they believe will prove to be "enduring" learning

Students will be given additional guidelines regarding submission of their portfolio during the Field Practicum class. The portfolio will be a graded component of the Field Practicum class; students must therefore save their assessments over the course of the program.

Additional Guidelines:

In compiling your portfolio, please submit graded assignments, including professor feedback wherever possible.

Portfolios will not be returned; please make copies of submitted assignments for your records.

Student portfolios will vary in length (i.e. number of pages). Please submit your portfolio in a folder or small notebook appropriate to the size of your portfolio. For storage purposes, please do not decorate your folder/notebook cover.

Organization of Portfolio:

Cover sheet:

Name, title, and date submitted.

Table of contents:

1. Reflection paper
2. Research papers: Give name/title of assignments included
3. Personal/family application: Give name/title of assignment included
4. Experiential learning; Give name/title of assignment included
5. Integration of faith: Give name/title of assignment included
6. Student's choice of best work; Give name/title of assignment included

The following pages contain the necessary paperwork for the student to begin, monitor, and conclude your field practicum.

Students are to submit the Intern/Agency Agreement after obtaining approval of your site from the Chair, as you begin accruing hours. The log of hours is for the benefit of the student. Students are encouraged to keep a log of hours and a brief description of your activities for reference when you are writing your final paper. Actual verification of hours is provided at the end of the Human Services Practicum Evaluation Form completed by the supervisor. Students must accrue 100 hours, of which you may claim up to 20 hours of necessary transportation time to and from the site. Students may include time spent in training and supervision in your reported hours.

INTERN/AGENCY AGREEMENT

AGENCY _____
ADDRESS _____

SUPERVISOR _____

TELEPHONE _____

I, _____, **accept my role and responsibilities as**
(STUDENT NAME)
an intern/volunteer with _____ for the period from

__ / __ to __ / __. Scheduled days and hours are:

Intern/volunteer duties shall include the following:

1. _____
2. _____
3. _____
4. _____

Intern/volunteer understands that the designated practicum supervisor will provide supervision for the experience outlined above and will evaluate practicum performance.

Student Signature

Date

Supervisor Signature

Date

V.U. Faculty Advisor

Date

Claudia Degelman MA, MFT
Chair SPS Psychology
Vanguard University
55 Fair Dr., Costa Mesa, CA 92626
714-556-3610 ext. 3652

Please Attach Supervisor's
Business Card Here

Field Placement
Record of Hours

Name _____

Date	# of hours	Brief Description of Duties

Field Placement
Record of Hours

Name _____

Date	# of hours	Brief Description of Duties

Human Services Practicum Evaluation Form

Agency_____

Student_____

Field Supervisor_____

Dear Field Supervisor,

Please take a moment and evaluate this student's performance in his/her practicum, for the dates ____ to _____. Your honest evaluation will assist us in providing continuing academic support and guidance, as well as the semester grade for this student. Thank you for your assistance in this process. If you have any questions about the completion of this form, please contact Claudia Degelman, Chair SPS Psychology, Vanguard University at 714-556-3610 ext. 3652 or cdegelman@vanguard.edu

1. The student's overall performance was:

- Excellent
- Above Average
- Average
- Below Average
- Unacceptable/Poor

2. The student's level of motivation was:

- Excellent
- Above Average
- Average
- Below Average
- Unacceptable/Poor

3. The student's ability to follow directives was:
- Excellent
 - Above Average
 - Average
 - Below Average
 - Unacceptable/Poor
4. The student's willingness to learn clinical concepts was:
- Excellent
 - Above Average
 - Average
 - Below Average
 - Unacceptable/Poor
5. The student's punctuality and overall compliance with agency policy was:
- Excellent
 - Above Average
 - Average
 - Below Average
 - Unacceptable/Poor
6. The student's work ethic and ethical integrity was:
- Excellent
 - Above Average
 - Average
 - Below Average
 - Unacceptable/Poor
7. Student's ability to work in a stressful/crisis situation:
- Excellent
 - Above Average
 - Average
 - Below Average
 - Unacceptable/Poor

