

PSY 1900 SUPERVISED FIELD PLACEMENT GUIDELINES

University of Pittsburgh

Department of Psychology

PSY 1900 Supervised Field Placement is an internship experience. Students in this course earn 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 the department and to help students decide upon possible career paths. The Psychology Department has an approved list of sites for PSY 1900: <http://www.psychology.pitt.edu/undergraduate/experiential-learning/field-placement/sites/index.php>. Students may only register for PSY 1900 Field Placement from the sites listed on our website.

Prerequisites: Students must complete the following prerequisites before the start of Field Placement: 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 to the Psychology Advising Office during walk-in hours, or by appointment. A psychology advisor will process the learning agreement and provide you an enrollment permission number for this course. You will then need to **register yourself** using the permission number via your Student Service Center. **Please Note: Students registering for the Pitt Counseling Center or Pittsburgh Action Against Rape, (2-term 6 credit commitments), will register for 3 credits in each term and complete a **new** Learning Agreement for the second term. Students will receive an "I" for the first term, and once the second term is completed, the "I" will be changed to either an "S" or "NC" (no credit).*

Students must be registered for PSY 1900 during the semester in which the Supervised Field Placement hours are begun. Hours done prior to the registered semester will be considered volunteer hours and are not to be included in journal entries or counted in hours completed for credit.

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) and a maximum of 6 credits at any one site at the discretion of the site supervisor and the Psychology Advising Office. Students may use 3 credits of PSY 1900 to fulfill one of the psychology degree course requirements. Please talk to your advisor to determine which requirement this may fulfill in regard to your own degree progress. The PSY 1900 experience must be non-paid in order to earn credit. If more than 3 credits of PSY 1900 are earned, these will count as elective credits. Credits are determined by 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 only 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. Arts & Sciences allows a maximum of 24 experiential learning credits toward the degree; therefore, students can take 12 research/internships credits through A&S and/or other A&S departments in addition to the 12 credit maximum in psychology.

Receiving Credit: In order to earn credit, the student **MUST** submit two Evaluation Forms* (Mid-term and End-of-Term) to the Psychology Advising Office, as well as two typewritten journals (Midterm and Final) to the Advising Office by published due dates each semester. No electronic submissions are accepted.

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. **These entries must follow the format as it appears in the *Journal Guidelines* on the back of this handout in order to earn credit.**

Students are to consult CourseWeb for PSY 1900 announcements, due date reminders and their grade book status throughout the course of the semester.

**Evaluation Forms are available in the PSY Advising Office, by download on CourseWeb and from the Undergraduate Psychology Department website.*

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.