

## DEPARTMENT OF PSYCHOLOGY ♦ COURSE PROPOSAL GUIDELINES

### PSYCH 404: Field Practicum

### PSYCH 405: Field Practicum in a University Setting

**DESCRIPTION:** Students may make arrangements to work in an agency where psychological principles may be observed and utilized. This is often an internship or volunteer opportunity. Students must arrange the placement and contact a faculty member with interests in that area to be an advisor. The faculty member and the student develop an academic component (e.g. paper, reading list, etc.) that will pertain to the student's placement. The faculty member and the student will have regular contact to monitor progress.

**RECOMMENDED PREREQUISITES:** Students should have completed at least one 200-level introductory (breadth) psychology course.

#### **COURSE ENROLLMENT & HOUR REQUIREMENTS:**

Psych 404: may be taken for 1-4 credits, may be taken for a total of 8 credits.

Psych 405: may be taken for 1-4 credits, may be taken for a total of 4 credits.

These courses are Mandatory graded Credit/No Credit. Only one section of these courses may be taken within a semester.

Students need to spend at least 3 hours working each week for each credit hour (i.e. 3 credits = 9 hours a week and 4 credits = 12 hours a week). For Spring or Summer half-terms, students will need to complete 6 hours of work per week for each credit hour.

Course credit is not retroactive and must be prearranged. Students need to contact a Concentration Advisor to determine if these courses will work in the Psychology concentration plan, they do not count for the BBCS or Neuroscience plans.

#### **APPROVAL STEPS:**

##### **Arrange for a faculty advisor...**

- 1) Student contacts a psychology faculty member with research or academic interests in the area that they wish to explore.
- 2) Student and faculty mentor discuss proposed readings, internship/volunteer placement site and work tasks, credit hours, how student's work will be evaluated and expectations of working together.

##### **Create a proposal...**

- 3) Student works with their faculty mentor to create a proposal (approximately 1-2 pages) that addresses the following:
  - a. Discuss the focus or overall topic of the internship/volunteer placement, how their work relates to the field of Psychology, and why the student is interested in this area.
  - b. Discuss the goal or intended results of doing an in-depth study of this topic.
  - c. Provide some examples of the worksite interactions, tasks, readings, etc. that will be use to explore the field of Psychology.
  - d. Explain the type of final project that will be submitted, including the proposed length.
  - e. Summarize the timeline for the project and include deadlines. If the project will extend beyond one semester, please note this in the proposal and explain what the student's grade will be based on at the end the semester. Please note that a new proposal will have to be submitted for any additional semesters.
  - f. Note how often, when and where the student will meet with the faculty mentor.
  - g. Discuss how many credits the student will be receiving and how the time will be allotted (work/volunteer hours, reading, working on the final project, meeting with work/volunteer supervisor and/or faculty mentor).
- 4) Faculty mentor reviews student's proposal and notifies student that the proposal is acceptable or if any changes are required.
- 5) Once the student's proposal has been approved by the faculty mentor, both will fill-out and sign the course proposal sheet.

##### **Submit the proposal to the Psychology SAA Office for approval...**

- 6) Student then submits a copy of the proposal and this form to the Psychology SAA Office, which will then be submitted to the Psychology SAA Chair and/or Psych SAA Director for review. Once the proposal has been reviewed, a staff member from the SAA will contact (via email) the student and faculty mentor.

##### **Register for the course...**

- 7) If the proposal has been approved, the student should return to the Psych SAA Office to pick-up a photo copy of the proposal (comments or suggestions made by the Chair and/or Director are often on this copy). Once the copy has been picked-up by the student, an electronic permission will be issued within 24 hours and the student will be responsible for registering for the course via Wolverine Access.

**DEADLINES:** All proposals must be submitted to the SAA at least **one week prior to the regular Drop/Add deadline** (this deadline is the first add/drop deadline and usually occurs within three weeks of the first day of classes). Once the proposal has been approved and a course permission has been issued, students are responsible for registering before any applicable deadlines, including the Drop/Add deadline.

**DEPARTMENT OF PSYCHOLOGY ♦ COURSE PROPOSAL COVER SHEET**  
**PSYCH 404: Field Practicum**  
**PSYCH 405: Field Practicum in a University Setting**

*~attach proposal behind this page~*

**STUDENT INFORMATION**

Name (please print): \_\_\_\_\_ Email Address: \_\_\_\_\_

U of M ID# (middle eight digits of M-card): \_\_\_\_\_ Unique Name: \_\_\_\_\_

I am a (circle one):    Freshman    Sophomore    Junior    Senior

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

List additional independent study courses that you have completed or will be taking. Please include the course number, semester and instructor:

\_\_\_\_\_

**COURSE INFORMATION**

Course (circle one):    404 – Field Practicum    405 – Field Practicum in a University Setting    Credits (1 - 4): \_\_\_\_\_ (1 credit = 45 hours)

Semester/Term (circle one):    Fall    Winter    Spring    Summer    Spring/Summer    Year: 20\_\_\_\_\_

Internship/Volunteer Placement Site Name & Address: \_\_\_\_\_

Internship/Volunteer Site Supervisor Name & Contact Information: \_\_\_\_\_

**FACULTY ADVISOR INFORMATION**

Name (please print): \_\_\_\_\_ Instructor Independent #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Campus Mailing Address: \_\_\_\_\_ Campus Zip: \_\_\_\_\_

Email Address or Unique Name: \_\_\_\_\_

**~OFFICE USE ONLY~**

**PSYCHOLOGY STUDENT ACADEMIC AFFAIRS CHAIR/COMMITTEE REVIEW**

Date Reviewed: \_\_\_\_\_

Denied    Please contact \_\_\_\_\_ at (email or phone) \_\_\_\_\_

before (date) \_\_\_\_\_ if you would like to have your proposal reconsidered.

Approved    Approved by: \_\_\_\_\_

Comments/Suggestions:     See additional comments written on your proposal.

\_\_\_\_\_

\_\_\_\_\_

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**FOR OFFICE USE ONLY:**    Student Submitted Proposal to SAA: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_    Received By: \_\_\_\_\_

Final Project Submitted to SAA: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_    Received By: \_\_\_\_\_