Industrial and Organizational Psychology Internship
PSYC 5227 – Spring 2020
Wednesdays 1:30 p.m. to 3:30 p.m., LS 420

Instructor: Nicolette P. Hass, Ph.D.
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(preferred method of communication)
Office Hours: Wednesday 12-1pm or by appt.

Eligibility: Students enrolled in the I/O psychology master’s program at UT Arlington are eligible to obtain an internship if they have satisfactorily completed at least one semester of required class work as dictated by their specific graduate catalog. Students on academic probation should enroll in and attend the internship course; however, they are not eligible to obtain an internship until their academic performance meets the requirements as set forth by the University Catalog.

Internship Course Learning Objectives: The internship course is designed to develop and enhance the student's knowledge and application of I/O psychology. The purpose of the course is to provide students with practical knowledge in relevant areas. Learning gained from this course will enhance the student’s knowledge, skills, and abilities needed to be strong competitors for employment. The course will provide a forum where students will proactively network with professionals in the field. Other related activities will be required to further develop students as future I/O professionals.

Required Readings:

- Other readings as assigned (on Canvas).

Communications: When communicating with faculty members and other professionals, as well as with peers and other colleagues, all students are expected to communicate in a professional manner regardless of the media (phone, e-mail, face-to-face, etc.). This includes addressing one’s audience using his/her proper title, using proper grammar, and using proper spelling. How one delivers a message is often as important as the message itself. Thus, I expect students to communicate professionally when communicating with me. This includes, but is not limited to, using proper greetings and an appropriate tone. Students who communicate inappropriately (disrespectful verbal and nonverbal tone, and/or message content) will be referred to the Chair of the Psychology Department for disciplinary action.

Electronic Mail: UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact University-related business regarding financial aid, tuition, grades, graduation, etc. This instructor will use your UT Arlington student e-mail account for official communication regarding this course. All students are assigned a MavMail account and are responsible for regularly checking the inbox. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at http://www.uta.edu/oit/cs/email/mavmail.php. Communications and other class announcements will also be posted on the Canvas system.

Computers and Other Electronic Devices: Students may use their laptop or other computer devices for in-class note-taking purposes only. Students will refrain from using computers to access Facebook, YouTube, or other Web sites that are not directly related to the class discussion. Failure to comply with this requirement will result in the student losing in-class computer privileges. Multiple offenses regarding this policy will result in laptops being banned from the classroom.

Cell Phones: Do not leave your cell phone on during class. Even on vibrate mode these devices are very distracting to me and to other students. If you need to take a call, please leave the classroom to do so.

Participation: The purpose of the internship meetings is to provide an opportunity to share real-world experiences, tools, methods, observations, challenges, accomplishments and best practices, and to provide a forum where students can obtain support, feedback and recommendations. Active participation is a key element to your success. Being an active contributor in class discussions will help you to not only learn the material but will also help in developing your professional skills. I will be actively monitoring the quality and frequency of your contributions.

Attendance: At The University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator in student success. However, while UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student
Aid recipients “begin attendance in a course.” UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Canvas. This date is reported to the Department of Education for federal financial aid recipients.

Each faculty member is free to develop his or her own methods of evaluating students’ academic performance, which includes establishing course-specific policies on attendance. For this course, attendance is mandatory and promptness is expected. Participation points will be deducted for unexcused absences and late arrivals (late = anytime after 1:30 p.m. on a regularly scheduled class day). The instructor reserves the right to deny entrance into the class if students are late. The instructor also reserves the right to remove any student that disrupts the learning process.

**Assignments:** Specific instructions regarding all required assignments will be provided on the first day of class. All assignments should be written and presented in a professional manner as the requirements of each specific assignment dictate.

**Field Internship Requirement:** Students who are considered in good standing in the program (i.e., not on academic probation) are eligible to obtain an internship. The purpose of the field internship requirement is to provide practical, on-the-job experience in areas relevant to the practice of I/O psychology. Integrating the concepts and ideas learned in the classroom and effectivity applying this knowledge while on the job will strengthen performance in the workplace thus enhancing students’ overall marketability.

Students are expected to find their own internship opportunities. The internship instructor will provide students with available information regarding internship opportunities; however, it is the student’s responsibility to secure his/her own internship experience(s). Paid internships are, of course, preferred but not required.

Student interns should be involved in I/O-related activities (e.g., job analysis, recruiting, job evaluation and compensation, test validation, assessment and reporting, employee opinion survey analysis and feedback, focus groups, training development or conducting training, performance evaluation programs or succession planning). The student must meet with the internship instructor to discuss the internship position to ensure it meets the internship instructor’s expectations and the program's requirements before a position is considered an internship. The internship instructor must approve each internship experience in advance in order for the student to receive credit towards fulfilling the 400-hour internship requirement. A Notification of Internship form (on Canvas) must be completed and turned in to the instructor prior to the student accumulating internship hours. Credit will not be given for previous work experiences.

**The Internship Log(s):** Once the student has secured an internship, a daily log of internship hours should be kept and maintained throughout the internship experience. The daily log should include activities/achievements as well as feelings or reactions. For each day, a brief synopsis of the day’s activities should be entered including what the student was doing, KSAs utilized, and should also include psychological reactions to the day’s events. This activity has been recognized as one of the best ways to learn from experience. Students will be provided with a template excel sheet and will use the sheet format for log entries (TEMPLATE found on Canvas). The final log will be due upon completion of the 400-hour field internship requirement. The Internship Search Logs (TEMPLATE found on Canvas) will also be due to the instructor prior to the end of the semester (check due date found on this document).

**Evaluation:** Students will be evaluated based upon their ability to complete the required assignments. Assignments must be completed in a timely and professional manner. Grades will be based on the following:

- **Internship Log(s)** ..........................................................15% of final grade
- **Professional Materials (Résumé, Five-minute drill, Wish list, Activity list)**……15% of final grade
- **Interview with a Professional Presentation**..........................30% of final grade
- **Class Participation***.......................................................40% of final grade

*Participation includes (but is not limited to) attendance, quality of consulting assignments, contributing to class discussion, satisfactorily addressing instructor questions, participating as an active audience member, participating in in-class activities, etc.

The course grades will be assigned as follows:

- A 90 – 100%
- B 80 – 89%
- C 70 – 79%
- D 60 – 69%
- F 0 – 59%

An “A” is not a guarantee in this class; it must be earned by the student.
Any student who is found to have committed ANY act of academic or scholastic dishonesty in relation to the assignments and requirements of this course will automatically receive a failing grade for the course. The failing grade for the course will be in addition to any University or Departmental sanctions which may include dismissal from the I/O program.

Grade Information: Periodic updates from the instructor may be sent via e-mail to inform students of their current progress in the course (participation, attendance, etc.). Students may at any time during office hours or by appointment throughout the semester confer with the instructor about their grades and class progress.

Final Grade Information: No final grade information will be released by phone or e-mail. Students may at any time during office hours or by appointment throughout the semester confer with the instructor about his/her grades and progress in class.

Grade Grievances: Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current University Catalog and the Psychology department’s Graduate Student Handbook. For student complaints, see http://www.uta.edu/deanofstudents/student-complaints/index.php

Library Information: Andy Herzog is the librarian assigned specifically to assist students and faculty in the Psychology department. He can be reached at amherzog@uta.edu. You will find useful research information for psychology at http://libguides.uta.edu/psychology.

The Library’s 2nd floor Academic Plaza offers students a central hub of support services, including IDEAS Center, University Advising Services, Transfer UTA and various college/school advising hours. Services are available during the library’s hours of operation. http://library.uta.edu/academic-plaza

The IDEAS Center is located on the 2nd Floor of Central Library and offers free tutoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. To schedule an appointment with a peer tutor or mentor email IDEAS@uta.edu or call (817) 272-6593.

The Writing Center (411LIBR): The Writing Center offers FREE tutoring in 15-, 30-, 45-, and 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Register and make appointments online at https://uta.mywconline.com. Please see www.uta.edu/owl for detailed information on all programs and services.

Student Success Programs: UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring by appointment, drop-in tutoring, e-tutoring, supplemental instruction, mentoring (time management, study skills, etc.), success coaching, TRIO Student Support Services, and student success workshops. For additional information, please email resources@uta.edu, or view the Maverick Resources website.

Authorized Absences: The Office of the Vice President for Student Affairs provides lists of students who have absences authorized by the University (e.g., participation in athletic events or scholastic activities that are officially sponsored University functions--those are primarily activities that are funded by the University). The student must notify the instructor in writing at least one week in advance of the start of the excused absence and arrange with the instructor to make up missed work or missed examinations. Instructors will allow students an opportunity to make up the work and examinations within a reasonable time period following the absence or otherwise adjust the grading to ensure that the student is not penalized for the absence, provided that the student has properly notified the instructor. Students who have properly notified the instructor, will not be penalized for the absence. However, the instructor may respond appropriately if the student fails to complete the assignment or examination satisfactorily within the time limit following the absence set by prior arrangement. If there is disagreement between student and faculty member regarding what constitutes a reasonable amount of time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the Office of the Vice Provost for Academic Analytics and Operations. The decision of the Vice Provost is final.

In accordance with section 51.9111 of Texas Education Code, a student is excused for attending classes or engaging in other required activities, including examinations, if he or she is called to active military service of reasonably brief duration. The student will be allowed a reasonable amount of time after the absence to complete assignments and take examinations.

Students who must miss an examination, class assignment or other project because of an observance of a religious holy day will be given the opportunity to complete the work missed within a reasonable time after the absence (19 Texas Administrative Code §4.4).
A religious holy day means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20 of the Tax Code. A student will be excused from attending classes or completing other required activities, including examinations for the observance of a religious holy day. The period of the excused absence will include time for any travel needed to fulfill that religious obligation. The student will be given the opportunity to complete the work missed, within a reasonable time period following the absence, provided the student has properly notified the instructor. The instructor must be notified in writing at least one week in advance of the absence and the student must arrange with the instructor to make up missed work or examinations. The instructor is under no obligation to accommodate students who are absent or miss work without prior notification and make-up arrangements. Students who have properly notified the instructor will not be penalized for the absence. However, the instructor may respond appropriately if the student fails to complete the assignment or examination satisfactorily within the time limit following the absence set by prior arrangement.

If the instructor and the student disagree about whether an absence constitutes a religious holy day as defined above, or if there is similar disagreement about whether the student has been given reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the Office of the Provost. The decision of the Provost is final.

**Institutional Information:** UTA students are encouraged to review the institutional policies noted below and informational sections and reach out to the specific office with any questions. To view this institutional information, please visit the Institutional Information page (http://www.uta.edu/provost/administrative-forms/course-syllabus/index.php) which includes the following policies among others:

- Drop Policy
- Disability Accommodations
- Title IX Policy
- Academic Integrity
- Student Feedback Survey
- Final Exam Schedule

**Emergency Exit Procedures:** Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

**Emergency Phone Numbers:** In case of an on-campus emergency, call the UT Arlington Police Department at **817-272-3003** (non-campus phone), **2-3003** (campus phone). You may also dial 911. Non-emergency number: 817-272-3381.

**Unauthorized recordings:** Students are not permitted to audio or video record lectures without prior approval from the instructor.
### Tentative Schedule of Topics  
*(Schedule is subject to change)*

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