COURSE TITLE: Guided Practicum in Behavioral Science and Psychology

COURSE NUMBER: PSY 290-291

I. RATIONALE:

Guided practicum experiences provide students, early in their program of study, with the opportunity to gain "real world" experience under close supervision, to build bridges between theory and practice, and to explore potential areas of interest connected with their chosen major or the major they are considering. This is accomplished through direct skill-building, becoming familiar with occupations in the behavioral sciences, human services and related fields, and in learning about what is involved in the major. An advanced or experienced student should consider doing an internship.

As Psychology professionals, we recognize that reactions to trauma come in many forms. The content of this course, and discussions about trauma from different perspectives, may bring about unexpected and unsettling reactions. Responses to trauma are often strategies that survivors have developed to keep themselves safe, and therefore really reflect strength and resiliency. Recognizing how trauma impacts anyone is an important part of skill building for creating trauma-informed services and systems. Please do not hesitate to contact the instructor at any time during the course if you would like to discuss, privately, your reactions to the content we are reviewing and/or the discussions we are having.

II. COURSE OBJECTIVES:

Individualized (see Guided Practicum learning contract).

III. SUPPLEMENTAL OBJECTIVES:

Students are expected to accomplish new learning in each 30-hour experience at different sites.

IV. RESOURCES: (Attachments)

1) Guided Practicum Checklist
2) Guided Practicum Interest Form
3) Guided Practicum Learning Contract
4) Guided Practicum Site Information
5) What to Expect from the Guided Practicum Experience
GUIDED PRACTICUM IN BEHAVIORAL SCIENCE AND PSYCHOLOGY
PSY 190 OR 290

STUDENT CHECKLIST

In order to prepare for guided practicum, please use the following checklist to make sure you have completed all steps. You should begin the process of application for guided practicum at least 60 days prior to the block/semester in which you plan to do it.

- Meet with your academic advisor to be sure that you qualify for guided practicum and that it will fit into your program of study. If you qualify, the advisor will refer you to the Internship Coordinator in the Behavioral Science Division.

- Meet the Internship Coordinator in the Behavioral Science Division to discuss your plans and ideas for conducting the practicum.

- Read the Guided Practicum Guide and contact possible sites for an appointment.

- Establish contact with a suitable site, negotiate and establish your responsibilities for the practicum using the learning contract as a guide.

- Return the “Guided Practicum Interest Form” to the Coordinator, who will assign a member of the faculty as your supervisor and sign the approval form for your guided practicum.

- Take the approval form to the registrar’s office to register for the practicum in the appropriate semester or block.

- Contact the faculty member who has been assigned to supervise your internship to set up an appointment to clarify the goals of your guided practicum and discuss what you will be accomplishing during it. This information is to be recorded in a learning contract and signed by you, your faculty supervisor and your practicum site supervisor. Be sure that the student, faculty and site supervisor all have signed copies of the completed learning contract.

- When you return the signed site contract to your faculty supervisor, establish the days and times of your meetings, the deliverables and dates due for assignments.
GUIDED PRACTICUM INTEREST FORM
(for student to complete)

In preparation for a guided practicum, please complete this form. It helps to clarify what you want to get out of the experience. The clearer you are about your interests, the easier it is for you to find an appropriate placement. When you have completed the form, please return it to your Division’s Internship Coordinator who in turn will assign a faculty member as your Guided Practicum Supervisor.

Student’s Name: SSN:

Address:

Phone Number(s):

**e-mail:**

1) In what kind of setting would you like to work (e.g. mental health clinic, courts, school, business)?

2) With what age people would you like to work (e.g. children, adults, adolescents, mixed ages)?

3) Would you prefer working with “normal” everyday need-based or “crisis” type of situations?

4) Times you can work (specify daytime or evening):

   How many hours a week can you work?

   *Note: Guided Practicum requires 60 hours for 2 credits. Normally, placement sites like students to be there at least 3 hours per week.*

5) Are there any special experiences you would like to experience or explore? Specify:

6) Do you have any special skills that might be useful in the practicum? Specify:
STUDENTS RIGHTS AND RESPONSIBILITIES

Every student who participates in the Practicum Program is responsible for the following:

_____ Completion and return of the Learning Contract no later than the day after your interview. No student may begin a placement unless a Learning Contract is on file in our office.

_____ Notification of the agency supervisor at least 24 hours prior to any change in schedule (i.e. absence, change in hours, etc.).

_____ Commitment to work the agreed hours (90 hours per 3 credit course).

_____ Notification of the Faculty member immediately in the event of any changes or problems with the placement. (If you are dissatisfied in any way, we need to know so that we can try to remediate the situation.)

In addition to these responsibilities, each student has a right to the following:

_____ Sufficient information regarding the placement prior to accepting.

_____ Proper training and supervision by the agency supervisor.

_____ Formal written evaluation by the agency supervisor at the end of the placement.

_____ Assignment of duties and responsibilities which will provide a valuable learning experience appropriate to students capability.

My rights and responsibilities for participation in the Practicum have been fully and completely explained to me. I understand them and agree to fulfill them. I also understand that if I fail to complete my responsibilities I will forfeit my placement.

Signed:____________________________________________ Date:_____________

______________________________
Student
SOME SUGGESTED GUIDED PRACTICUM SITES

American Red Cross

Big Brothers Big Sisters of Delaware, Inc.

Catholic Charities/Children’s Group Homes

Churchman’s Village

Crozer-Chester Medical Center/Child & Family Mental Health Services

Chester County Community Hospital/Behavioral Health

Christiana Care

Delaware State Hospital

Domestic Abuse Project of Delaware County, Inc.

Domestic Violence/Rape Crisis Program

Family & Workplace Connection

Hilltop Lutheran Neighborhood Center

Horizon House, DE Inc.

Mary Campbell Center

New Behavioral Network

Phoenix Mental Health

Rockford Center

Ronald McDonald House
Tri-County Fountain Center – Brandywine

The Family Workplace Connection, Wilmington

YMCA Resource Center, Wilmington

(You can find current listings in the local telephone directories. You can explore other sites on your own as well. The Internship Coordinator may be able to make suggestions based on existing connections the University has with other organizations in the region.)

Guided Practicum
Learning Contract

The student completes Section I independently, and then Sections II & III with the faculty supervisor. Upon successful negotiation of a practicum site, students, faculty and site supervisor should all have signed copies of your Learning Contract. You may attach additional pages if necessary. Please return this completed contract to the Internship Coordinator.

Section I – Student Identification

Name:______________________________ Social Security No.:______________________________

Mailing Address:______________________________ Telephone:______________________________

Class Standing (check the one that applies to you): Freshman:______ Sophomore:______

Cum. GPA:________ Pre-Requisites completed: PSY 101______ PSY 204______

Section II – Goal Statement

1. Describe primary goals and objectives to be accomplished by your field experience: What skills do you want to learn? What skills do you want to observe?

Section III – Method of Evaluation

2. Describe primary goals and objectives to be accomplished by your field experience:

3. How will you document accomplishments?

4. What evaluation criteria will be used in determining a grade for this course work?

Section IV – Approval Signatures

Student’s Signature:______________________________ Date:______________________________
CHECKLIST (for Practicum Site Supervisor)

○ Each student who is interested in completing a guided practicum must be interviewed by an appropriate individual at the organization. The student will explain what s/he would like to learn/experience in the internship. The organization can then decide if they can provide this experience or propose some alternative.

○ Students must complete at least 60 contact hours with the organization for each two credits they earn. The specific responsibilities they have are jointly agreed upon by the organization, student and faculty supervisor.

○ Our expectations of the organization are that they provide an experience which allows the student to meet their goals, provide adequate supervision and direction of the student in those responsibilities, and give feedback to the University regarding the student’s performance.

○ In order to have a proper record of the student’s internship experience, please complete the form below, and return it to the University via the student or by mail. If you should have any questions, please contact the student’s faculty supervisor.

Practicum Site Contract

Student’s Name:

Agency Name:

Agency Address:

Agency Phone Number:

Supervisor’s Name:

Date of Assignment: __________________ to ______________ Hours per week:

Brief Description of Practicum:

Supervisor’s Name, Position and Signature:
Guided Practicum Supervisor Evaluation and Letter Guidelines

(To be completed and returned upon completion of internship)

Upon completion of ____________________________ (Wilmington University Student’s name)’s practicum, please provide the information below. Some guidelines are listed below but you may feel free to add any comments. Please return the form and any additional documents to:

Internship Coordinator
Behavioral Science Division
Wilmington University
(Please mail to the appropriate site address – listed overleaf*)

Describe your Wilmington University student’s duties, responsibilities, accomplishments, strengths and limitations:

Would you hire this student if a suitable position were available in your organization? Why or why not?
Would you accept another student for guided practicum from Wilmington University? Why or why not?

In what way(s) did this guided practicum meet or not meet your expectations?

Please provide any suggestions for improving our practicum program from your point of view.

Thank you.

Coordinator Behavioral Science and Psychology Internship Program
College of Social & Behavioral Sciences
Wilmington University*, Delaware

*Site Addresses:

www.wilmu.edu

(New Castle)
320 N. DuPont Highway
New Castle, DE 19720

(North Dover)
3282 N. DuPont Highway
Building 1
Dover, DE 19901
Guided Practicum or Internship in Behavioral Science and Psychology:
What to Expect
By
John J. Malarkey, Ph.D.,
Professor, Behavioral Science Division

1. Expect that the site will get you started with simple skills first such as listening and record keeping. As the site supervisor gets to know you and trusts your skills, expect to be allowed and encouraged to attempt more complex skills. Go slowly. It is better to be a little over cautious than to get in over your head. Obey all the rules of conduct and professionalism. Do not exceed your authority. You are still a papa-professional. If you cause trouble, you will make a bad impression and spoil the possibility of guided practicum or internship there for other people.

2. Discuss your career plans and your internship skill development plan with the site supervisor. Be frank with that person about your capabilities and limitations. Check frequently with the supervisor on your progress. Show them an outline of your skills, and get comments or feedback. A check list with a skill performance scale is a nice way to do this.

3. Meet with your faculty supervisor about once a week at the beginning and the end of the internship, less frequently in the middle if everything is going well. Tell your faculty supervisor any interpersonal problems with staff, volunteers or clients that you encounter during the internship. Even vague feelings of un-ease can alert us early to any developing problem.
4. Keep a journal or log of daily occurrences. Record your feelings, tasks accomplished and impressions. You may show this journal to your faculty supervisor weekly or bi-weekly for comments. Protect the confidentiality of clients even in these personal notes.

WILMINGTON UNIVERSITY
ACADEMIC APPROVAL FORM
(Do not use this form for transfer credits)

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Date:</th>
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<tbody>
<tr>
<td>Student ID:</td>
<td>Student’s Major:</td>
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<tr>
<td>Course Number:</td>
<td>Course Title:</td>
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SPECIAL COURSE REGISTRATION
(Division Chair or Program Coordinator Approval Required)

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<tr>
<th>Check One</th>
<th>Credits</th>
<th>Requirements</th>
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<tr>
<td>Directed Study</td>
<td></td>
<td>Minimum: Junior status and a cumulative average of at least 2.50. Graduate status requires a cumulative average of at least 3.00.</td>
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<td>Independent Study</td>
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<tr>
<td>Internship/Practicum</td>
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<tr>
<td>Challenge by Exam</td>
<td>Minimum Grade of (B)</td>
<td></td>
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<tr>
<td>Course Load</td>
<td></td>
<td><strong>Undergraduate</strong>: Course load over 18 credit hours per semester or 9 credit hours per block must have approval. GPA must be at least 3.00. <strong>Graduate</strong>: Course load over 12 credit hours per semester or 9 credit hours per block must have approval.</td>
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### COURSE WAIVER SUBSTITUTION

(Division Chair or Program Coordinator Approval Required)

<table>
<thead>
<tr>
<th>ORIGINAL COURSE</th>
<th>COURSE SUBSTITUTION (to replace original)</th>
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<tr>
<td>Number</td>
<td>Course Title</td>
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Authorized Signature: ___________________________  Date: ___________________________

### ALTERNATE GRADING OPTION

(Academic Advisor or Site Manager Approval Required)

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<tr>
<th>Check One</th>
<th>Requirements</th>
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<tr>
<td><strong>AUDIT</strong></td>
<td>No credit or grade issued. Approval required before registration.</td>
</tr>
<tr>
<td><strong>PASS/FAIL</strong></td>
<td>Course cannot be a core requirement (maximum of two pass/fail courses beyond the 15 hours permitted for internships). Approval required prior to registration.</td>
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Authorized Signature: ___________________________  Date: ___________________________

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**GUIDED PRACTICUM IN BEHAVIORAL SCIENCE & PSYCHOLOGY**

Guidelines and Procedures

2003 – 2004

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**GUIDED PRACTICUM IN BEHAVIORAL SCIENCE AND PSYCHOLOGY**

*Contact Information*

**Georgetown & Rehoboth**

Contact: Dr. Kathy Nichols
Internship Coordinator
College of Social & Behavioral Sciences
Wilmington University, Delaware
(302) 856 5780
knich@wilmcoll.edu

**New Castle & North Dover**
Contact: Dr. Nina Banerjee  
Internship Coordinator  
College of Social & Behavioral Sciences  
Wilmington University, Delaware  
(302) 328 9401, extension 309  
nbane@wilmcoll.edu

Mailing Addresses:

[New Castle]  
320 N. DuPont Highway  
New Castle, DE 19720

[North Dover]  
3282 N. DuPont Highway  
Building 1  
Dover, DE 19901

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Guided Practicum Eligibility Criteria

In order to be approved for Guided Practicum, you must meet the following criteria:

1. Be at least second semester freshman status or above but not have attained junior status in your program of study

2. Have attained a G.P.A. of 2.5 or higher

3. Prior completion of pre-requisites - PSY 101 and 204

Other factors to consider:

- Do you want to explore a certain area of the discipline further - based on, or that extends - the scope of the course-work you have completed so far within your program or a personal interest?

- Do you want to find out what a career in a particular field entails?

- Are you already working at a job where you are doing the work that you want to build your credentials in and would like to explore other aspects or special experiences within your program of study?

- Do you want to gain experience in a new area in which you would like to work later?

Please note:

- If your practicum is at your current place of employment, you must show new learning through increased or different responsibility.

- Not all practica may be approved. Reasons for non-approval may include course overload, inappropriateness or vagueness of the practicum arrangement and other kinds of situation where it appears doubtful that the established goals of the guided practicum experience will be met.

- Approval or non-approval will be based on the professional judgment of the Internship Coordinator and an application for an internship may be justifiably declined or deferred.
The Behavioral Science and Psychology Guided Practicum Program

An Overview

What is Guided Practicum?

Guided practicum is a paid or unpaid opportunity for students to explore and experience the “real world” through the major they have chosen or are considering in their program of study at Wilmington University. The purpose of guided practicum is to build a connection between “academe” and the “world of work” and to provide an opportunity for “testing the waters” before entering a career. Almost all students who complete this kind of early experiential learning tend to testify to its benefits.

In general, a Behavioral Science or Psychology guided practicum at Wilmington University involves 30 hours spent at the practicum site by the student who registers for 1 credit over the block or semester. This does not include the time spent on locating an appropriate site or identifying the exact opportunity. All this must be done before the start of the block or semester in which you are registered for the practicum. Sometimes, the practicum might fit an already articulated need at the host institution. Occasionally, the practicum opportunity is created specifically for that student.

The Guided Practicum Site

Doing Guided Practicum in a place where you are not already employed:
Most institutions welcome students seeking practical experience and are open to suggestions regarding the specific duties and responsibilities the student would like to take on, based on their goals for the guided practicum. Some programs may have more specific and less flexible requirements. It is a good idea to start the process of locating a practicum site early on in the process, at least 4-8 weeks prior to the start date of your practicum. This way, you have more time to decide what exactly you would like to do, to get acquainted with different programs or agencies and to decide which would be the best “fit” for you. This is probably the most time-consuming part of your pre-practicum preparation. If you have difficulty finding a site even after several efforts, please contact your Internship Coordinator, who may be able to suggest some opportunities that you may not be aware of. Please note that prior approval from the Internship Coordinator is necessary for a guided practicum.

Doing Guided Practicum in a place where you are already employed:
In the case of a guided practicum involving an organization where a student is regularly employed, the practicum should be negotiated, contracted and completed in an organizational area that is outside the student’s normal areas of responsibility. In short, the student must show that there are new learning opportunities involved and that they are not just continuing with their normal duties and responsibilities. Please note that prior approval from the Internship Coordinator is necessary for a guided practicum within the student’s place of normal employment.

The Three-Way Partnership
The student, Wilmington University and the agency or practicum site enter a three-way partnership. Each has some responsibilities towards and also benefits from the practicum:

- The student is immersed in a real-world work environment, has the opportunity to work on meaningful projects, solve problems, work with practitioners and professionals in the field, explore the field, make a meaningful contribution to the agency and explore and clarify long-term career opportunities and options.

- Wilmington University, and specifically the Behavioral Science Division, facilitates the provision of a real-world exploration opportunity for the student, strengthens the contact between the practicum site/ organization and the University, gains visibility, academic stature and credibility and opens up career and placement opportunities for students in the future.

- The practicum site obtains a highly motivated and energetic worker, in the process of developing special skills, to assist in achieving its organizational objectives and, in the process, also expands its access to a potential pool of talented and able prospective employees when it needs to recruit.

**Academic Credit**
The guided practicum must be taken for credit. No “informal” arrangements will be permitted. Also, every practicum must be approved by your Internship Coordinator before you register. You cannot register after you have completed the practicum. CBE credits will not be issued against the guided practicum. The terms and conditions as well as the “deliverables” of the guided practicum must be negotiated and spelled out by all three parties prior to the start of a guided practicum or within the first week after you begin.

**Criteria for Approval**
A student must meet the standards specified in the current Wilmington University catalog; you would have to have first or second year standing and a minimum G.P.A. of 2.5, as well as have completed the prerequisite courses - PSY 101 and 204.

In addition, each application will be reviewed and approved by your Internship Coordinator before the start of the guided practicum. An application may be occasionally declined or deferred, for various justifiable reasons. The Coordinator will work closely with you to answer your questions and meet your individual needs for information and clarification.

**Student Obligations**
A student’s responsibilities in a guided practicum differ from those in a typical in-class situation. In a guided practicum, a student is required to:
- identify an guided practicum opportunity
- apply for an guided practicum, meet with the Coordinator and register for the course when approval is received
- meet with the faculty supervisor assigned (in many cases, it will be the Internship Coordinator) and decide on what will be done and how it will be evaluated
- meet all attendance requirements agreed on by all parties concerned
• accomplish tasks, projects and assignments as prescribed by the syllabus and the participating agency
• complete all reports and assignments as required by the agency and university
• remember at all times that s(he) has a responsibility to those students who may follow and that s(he) is an ambassador representing Wilmington University
• keep in mind that s(he) is a developing professional and must uphold and respect standards and ideals of his/her profession and not breach the trust placed in him/her by the individuals and institutions involved in his or her education.

Student Evaluation
Guided practica are graded “pass” or “fail”. A student’s evaluation will be based on meeting all criteria agreed upon by the student, faculty advisor and practicum site supervisor. The evaluation process may include written journals, logs, reports, oral presentations, work-related reports and evaluations provided by the site.