



Psychology Department

PSYC 450 AR: Directed Field Work Procedures and Guidelines

INTRODUCTION & PURPOSE

The directed field work course offered by the Psychology Department is an opportunity for psychology majors to gain valuable off (or on) campus, job-related experience in an approved psychological setting or agency. The purpose of this field work is to give students the opportunity to integrate classroom knowledge with real world experiences. Students will be exposed to an agency or individual who is currently working in the field of psychology. This front-line exposure will hopefully help the student to clarify their personal and professional goals. *Fieldwork sites will most likely be approved if there is an individual at the agency who has an advanced degree (either a Master's or Ph.D.) in psychology (or a closely related field, such as Social work).*

REQUIREMENTS

The field work experience is limited to junior or senior psychology majors. Since the department and the University are directly affected by an intern's performance, only those students who have demonstrated a necessary degree of responsibility and proficiency in their courses will be recommended for the program. The criteria for approval are thus based on the student's interest, career plans, preparation, and agency availability.

1. Contact the agency. This is just like contacting a company or business as if you wanted to gain employment. State you are a current psychology major at Biola looking to complete an undergraduate internship and inquire if they have an opening or a need. Remember, you represent the psychology department and Biola University, be courteous, respectful, and professional.
2. Complete and sign a PSYC450 Directed Field Work Contract (form available through the Psychology Dept or download an electronic copy from the Psychology Dept webpage). Arrange with the agency the days and hours you will be interning (must work 45 hours per registered unit) with job requirements. Obtain your direct supervisor's signature.
3. Complete and sign an Arranged Course form (form available through the Registrar's office or download an electronic copy from the Registrar or Psychology Dept webpage).
4. Submit completed Contract and Arranged Course forms to Ruth Rorem in the Psychology department to obtain required signatures from the Director of Internship and Department Chair. You will be notified by email when the forms have been signed and are ready to be taken to the Registrar's Office.
5. Deliver the Arranged course form and syllabus (syllabus provided by the department) to the Registrar's office; the contract will be kept in your student file. This is how the units are placed on your transcript. **Please note: You may not start your internship hours until the Arranged course form and contract are signed and filed with the Psychology Department.**
6. Complete all hours registered for: You are required to work a minimum of three hours per week (15 week semester) for each unit of credit. Hence, 1 unit of credit equals 45 work hours. If you register for 2 units, you must log 6 hours per week for 15 weeks, i.e., 90 hours. Note: You may work all 90 hours within the few weeks of the semester if you'd like to fulfill the requirements. 3 units would require 135 hours at the internship site. **Please keep a log of hours worked. Electronic form available on the Psychology Dept webpage.**

The grade you receive is contingent on meeting the following requirements:

A — [1] A minimum of three hours per week (45 hours) for each unit of credit working on site at the agency, [2] a satisfactory evaluation of your work by the supervising person at the agency, [3] a written report 5-8 pages, 75% of the paper will outline the goals of the agency, the approaches used, the staff and their qualifications, and a critique of the effectiveness of the program, 25% of the paper will discuss related psychological literature as it applies to my field work experience. Log of hours, satisfactory evaluation and report are due by Monday of finals week.

B — [1] A minimum of three hours per week (total 45 hours) for each unit of credit working on site at the agency, and [2] a satisfactory evaluation of your work by the supervising person at the agency. Log of hours and satisfactory evaluation are due by Monday of finals week.