

Syllabus and Field Experience Contract
Spring 2013
Psychology 480
Professor David M. Young, Ph.D.

Introduction for Students and Supervisors

As we are approaching the beginning of the semester it is appropriate to finalize and document your plans for the coming semester. All students have been in touch with me and we are putting the finishing touches on your plans for now. As you know, Field Experience is a different kind of course at IPFW. Here, our expectations are that you become actively involved in a community placement activity for the 16 week semester. It is important that both student and supervisor review expectations together. Therefore, I am requesting that both you and your supervisor sign and complete the final page of this document and return it to me in the postage paid and addressed envelope provided.

Time Expectations

It is expected that students spend approximately between 6-9 hours per week involved in their service activities. Of course, some weeks may be shorter or longer depending on the situation or training requirements, etc. It is also expected that supervisors are involved with students on a regular basis. A fair target to shoot for might be about one hour per week. Of course students are permitted to continue their involvement with the agency after the semester ends.

Record Keeping

It is expected that students keep a written or typed log of their dates of service, hours of service and brief description of their activities for the complete semester. I have prepared an electronic template for this purpose which I expect to receive at the end of each week of service (one for each day of service). Typically each student submits these forms via email to me each Friday or Saturday. These reports are required to pass this course..

Evaluation

I have found it helpful and educational for all to have both the student and the supervisor involved together in the evaluation process. I will be mailing (to the students) a joint evaluation form to be signed and completed by both the supervisor and the student at the approximate middle of the semester and before the end of the semester. The forms are designed to help student and supervisor communicate in a direct and constructive means

in order to improve the experience for both student and agency. It is the student's responsibility to make sure these evaluations get completed.

Disabilities Statement

If you have a disability and need assistance, special arrangements can be made to accommodate most needs. Contact the director of Services for Students with Disabilities (Walb, room 113, telephone number 481-6658), as soon as possible to work out the details. Once the Director has provided you with a letter attesting to your needs for modification, bring the letter to me. For more information, please visit the web site for SSD at <http://www.ipfw.edu/ssd/>.

Problems

If either the student or supervisor senses problems – please be sure and contact me as soon as possible. My office telephone is 260- 481-6394. My email is Young@IPFW.edu and my private cellular phone is 260-615-2900. I want to make sure this experience is positive, non-exploitive, and beneficial to all so please don't hesitate to seek me out with questions, concerns, or even something great to say about the experience!

PLEASE COMPLETE THE CONTRACT AND CONTACT INFORMATION ON THE FOLLOWING PAGE AND MAIL IT TO ME IN THE POSTAGE PAID ENVELOPE PROVIDED