



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 and complete the PSYC450 Directed Field Work Contract. (This is just like contacting a company or business as if you wanted to gain employment there. State that you are an undergraduate in psychology, looking to complete an undergraduate internship, and inquire whether or not they have a need or opening. Remember, you represent the psychology department and Biola University, be courteous, respectful, and professional.)
2. Pick up an Arranged Course Permission form (Registrar's or psychology office). Fill it out and obtain the required signatures. Please note the following information:
As you fill out the 'course outline section' of the arranged course permission form, be sure to state it something like this: "I will be working approximately _____ hours per week at _____ (the agency), working with _____ and _____. Other duties will include _____ and _____. I am contracting for a(n) A or B." (If an A, add: "A 5 to 8 page paper will be completed and turned in by Monday of finals week)."
3. Arrange with the agency the days, hours you will be interning, and the job requirements.
4. Complete all hours registered for: For every 1 unit registered for, you are required to work 3 hrs. at the agency per week for 15 weeks. Hence, if you register for 2 units, you must put in 6 hours per week for 15 weeks, i.e., 90 hours. Note: You may work all 90 hours in one week if you'd like and fulfill the requirements. 3 units would require 135 hours at the internship site. **Please keep a log of hours worked.**

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

A — A minimum of three hours per week (total 45 hours) for each unit of credit working on site at the agency, a satisfactory evaluation of your work by the supervising person at the agency, plus a written report (5-8 pages) outlining the goals of the agency, the approach(es) used, the staff and their qualifications, and a critique of the effectiveness of the program. Paper *and* log of hours worked is due by Monday of finals week.

B — A minimum of three hours per week (total 45 hours) for each unit of credit working on site at the agency, and a satisfactory evaluation of your work by the supervising person at the agency, *plus* your log of hours worked is due by Monday of finals week.

5. The attached evaluation of your work must be completed by your agency supervisor and returned to the psychology department by Monday of finals week.