PSYCHOLOGY PRACTICUM INFORMATION

I. CHOOSING A PLACEMENT:
1. If you have a placement that you have found on your own, contact Dr. Kieran Sullivan to discuss the appropriateness of the placement and the work that you are considering. Activities at the placement should focus on direct service to the client population.
2. If you need to find a placement, email Dr. Sullivan for a current list at ksullivan@scu.edu
3. When you have identified a placement contact Dr. Sullivan for final approval of the placement and to discuss practicum requirements and registration procedures. Please note that you will need to contact the site and meet with your site supervisor before the end of the previous quarter so you can start your placement on time.

II. REGISTRATION PROCEDURES:
1. Bring the Psychology Practicum Enrollment Form (appended below) to your meeting with your site supervisor. You and the supervisor will fill out page 2 together as you decide what your responsibilities and hours will be at the site. This form must be signed by the site supervisor, yourself, and Dr. Sullivan. Deliver the form to Dr. Sullivan before the quarter begins.
2. You cannot register for this course via ecampus. Instead, complete an Independent Study Form which must be signed by Dr. Sullivan and the Department Chair. This form is available at the Registrar's Office and the Psychology Department Secretary's Office. This form should be turned in to the Drahmann Center no later than the end of the Add/Drop period at the start of the quarter for which you are registering. Students should register for Psychology 198; the course title is Internship/Practicum.

   Since you have selected your practicum, you should fill out the "course description" section of the form even though the form reads "to be filled out by instructor." Your description should include the name of the site at which you will be interning, the number of hours you plan to complete, and a brief description of the paper you will write. The paper description should include the fact that you will be integrating the psychological ideas, concepts, skills, and/or theories with the practicum experience.

   It is your responsibility to complete this form correctly and to bring it to Dr. Sullivan.

III. REQUIREMENTS:
1. Students may not register for Psychology 198 more than once. Exceptions to this rule may be allowed only with both Dr. Sullivan's and the Department Chair's approval. There is also a limit to the number of Psych 198 and 199 courses that can be counted toward your psychology requirements for graduation. Be sure to discuss this issue with Dr. Sullivan if you have already completed a Psych 198 or Psych 199 course.
2. Students are advised to complete 100 hours of service, for which 5 units are earned. Students who would like to work fewer hours can sign up for fewer units, with each unit representing 20 hours (e.g., 5 units = 100 hours, 4 units = 80 hours, etc.) At least 80% of the time commitment must involve direct service to the client population. The student's placement supervisor(s) agrees to provide verification of the service hours and a written evaluation of the student's work.
   
   It is the student's responsibility to obtain the Placement Verification and Evaluation Form from Dr. Sullivan by the 7th week of the quarter and to deliver it to the site supervisor. The site supervisor should place the completed form in a sealed envelope, sign the seal, and give to you to submit to Dr. Sullivan by the last day of exam week.
3. Students are encouraged to keep a journal of their reflections throughout the practicum experience. At the end of the quarter, students must submit a ten to twelve page paper discussing their experience and what they have learned.
   
   The first third of the paper should cover the following questions:
   
   A. Describe and give examples of the impact your practicum has made on you. How were you affected (positively and negatively) by the people and/or the place where you worked?
   
   B. Describe and give examples of the impact you made on the agency and the people with whom you worked. What have they learned from you?
   
   C. Discuss what you learned about yourself and about working with other people that will have lasting significance.

   The remainder and bulk of the paper should focus on psychological ideas, concepts, skills and/or theories that were relevant to various aspects of your practicum experience. The grade on your paper will depend on how well you have been able to apply your psychology education to your practicum experience.
The paper is due by the last day of classes, the week before exams.

4. Students are encouraged to share their paper with the placement representative before he/she completes the "Placement Verification and Evaluation Form."

VI. DURING THE QUARTER:

There are no class meetings for PSYC 198, but if anything concerns you about your placement or if you have any questions about your client population, please feel free to contact Dr. Sullivan at any time during the quarter.

V. CHECKLIST

Completed Psychology Practicum Enrollment Form
Due date: Before the quarter begins

Completed "Independent Study Form"
Due date: No later than the Friday of the first week of classes

Ten to Twelve Page Paper
Due date: End of the last week of classes, before the start of exams.

Placement Verification and Evaluation Form
Due date: By the last day of exam week.

Failure to meet these deadlines will result in a failing grade unless the student arranges for an incomplete and fills out the Incomplete Contract available at Student Records. Students receiving incompletes must complete all course work within three weeks after the beginning of the next quarter.