

Term Information

Effective Term Spring 2016
Previous Value Summer 2012

Course Change Information

What change is being proposed? (If more than one, what changes are being proposed?)

Add an online section of the course for the Columbus campus only, keeping the current course as well.

What is the rationale for the proposed change(s)?

Some students participate in internships away from Columbus and offering the course 100% online provides an opportunity for them to earn academic credit for the experience. Also, this provides an opportunity for psychology majors at all of the regional campuses to earn credit for an internship.

What are the programmatic implications of the proposed change(s)?

(e.g. program requirements to be added or removed, changes to be made in available resources, effect on other programs that use the course)?

None

Is approval of the request contingent upon the approval of other course or curricular program request? No

Is this a request to withdraw the course? No

General Information

Course Bulletin Listing/Subject Area Psychology
Fiscal Unit/Academic Org Psychology - D0766
College/Academic Group Arts and Sciences
Level/Career Undergraduate
Course Number/Catalog 3191
Course Title Internship in Psychology
Transcript Abbreviation Internshp In Psych
Course Description Provides psychology majors with an opportunity to intern in a professional setting to integrate academic knowledge with experience in the world of work. Maximum 3 credit hours may be applied to the undergraduate Psychology major.
Semester Credit Hours/Units Variable: Min 1 Max 12

Offering Information

Length Of Course 14 Week, 7 Week, 4 Week (May Session), 12 Week (May + Summer)
Flexibly Scheduled Course Never
Does any section of this course have a distance education component? Yes
Is any section of the course offered Greater or equal to 50% at a distance
Grading Basis Satisfactory/Unsatisfactory
Repeatable Yes
Allow Multiple Enrollments in Term No
Max Credit Hours/Units Allowed 15
Max Completions Allowed 5
Course Components Seminar
Grade Roster Component Seminar
Credit Available by Exam No
Admission Condition Course No

Off Campus	Never
Campus of Offering	Columbus
<i>Previous Value</i>	<i>Columbus, Lima, Mansfield, Marion, Newark</i>

Prerequisites and Exclusions

Prerequisites/Corequisites	Prereq: 1100 (100) or 1100H (100H), and GPA 2.8 or above, and enrollment in Psych, and permission of instructor.
Exclusions	Not open to students with credit for 489.

Cross-Listings

Cross-Listings

Subject/CIP Code

Subject/CIP Code	42.0101
Subsidy Level	Baccalaureate Course
Intended Rank	Sophomore, Junior, Senior

Requirement/Elective Designation

The course is an elective (for this or other units) or is a service course for other units

Course Details

Course goals or learning objectives/outcomes	<ul style="list-style-type: none">• Acquire new skills at a psychology-related internship.• Develop successful work behaviors, including independence, initiative, and professional demeanor• Clarify their career interests and goals for life after graduation• Be able to succinctly explain their activities at their internships and the application of psychological concepts to their internship and career goals• Have the tools to effectively prepare for their life after graduation• Improve their self-efficacy and self-regulation through goal-setting at their internship.• Learn how to make new professional contacts in their field of interest and broaden their professional network.
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Previous Value

Content Topic List	<ul style="list-style-type: none">• Transition from school to work• Preparing for a career• Informational interviewing• Interview skills• Resumes• Cover letters
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Attachments

- Psych 3191 Master Syllabus - OSU template.docx: Master Syllabus
(Syllabus. Owner: Paulsen,Alisa Marie)
- Psych 3191 First Timer Supplemental Syllabus - OSU Template.docx: Supplemental Syllabus
(Syllabus. Owner: Paulsen,Alisa Marie)
- Psych 3191 Second Timer Supplemental Syllabus - OSU template.docx: Supplemental Syllabus
(Syllabus. Owner: Paulsen,Alisa Marie)
- Psychology 3191.pdf: ASC Online Course Component Technical Review
(Other Supporting Documentation. Owner: Paulsen,Alisa Marie)

Comments

Workflow Information

Status	User(s)	Date/Time	Step
Submitted	Paulsen,Alisa Marie	04/30/2015 08:50 AM	Submitted for Approval
Approved	Givens,Bennet Stuart	04/30/2015 09:26 AM	Unit Approval
Approved	Haddad,Deborah Moore	04/30/2015 10:21 AM	College Approval
Pending Approval	Nolen,Dawn Vankeerbergen,Bernadette Chantal Hanlin,Deborah Kay Jenkins,Mary Ellen Bigler Hogle,Danielle Nicole	04/30/2015 10:21 AM	ASCCAO Approval



SYLLABUS: PSYCH 3191 INTERNSHIP IN PSYCHOLOGY AUTUMN 2014

Course overview

Instructor

Instructor: Leigh (Eskin) Mascolino, Ed.S./M.S.

Email address: eskin.21@osu.edu

Office: 27 Psychology Building

Office hours: Fridays 8:30AM- 10:00AM (drop by in person or post your questions on Carmen Discussion board)

Also by appointment: call 614.292.5750 to schedule an appointment

Course description

When pursuing a degree in psychology, it is important that students receive an enriched and challenging educational experience through diverse learning opportunities. Many of these opportunities may be found in the classroom, yet research has shown that active, engaged students benefit significantly from activities such as participation in student organizations, honor societies, study abroad programs, and internships.

Using psychological concepts and methods in real-world settings can be a source of considerable enrichment for your learning. You can apply classroom knowledge, test out your interests and skills in psychology, explore your career goals and values, and gain experience and training in a specialized area of psychology.

This course will take place online on Carmen. There are no classroom meetings. Each week, we will focus on a different topic that relates to internships and career development. We will explore these topics through readings, discussions, and written assignments. All readings and discussions can be found on Carmen, and assignments must be submitted to the dropbox on Carmen. There is no required textbook for this course. Along with course assignments, hours spent working at your internship site also count towards completion of this course. This course is graded Satisfactory/Unsatisfactory and will not factor into your GPA, but may count toward your Psychology major requirements.

Course learning objectives

By the end of this course, students should:

- Acquire new skills at a psychology-related internship.
- Develop successful work behaviors, including independence, initiative, and professional demeanor.
- Clarify their career interests and goals for life after graduation.
- Be able to succinctly explain their activities at their internships and the application of psychological concepts to their internship and career goals.
- Have the tools to effectively prepare for their life after graduation.
- Improve their self-efficacy and self-regulation through goal-setting at their internship.
- Learn how to make new professional contacts in their field of interest and broaden their professional network.

Course materials

The course website is on Carmen at <http://carmen.osu.edu>. On Carmen, you will find the course readings, assignment instructions, informative links, important announcements, discussion forums, dropbox for submitting assignments, your grades, a calendar of topics and assignments, and course evaluation surveys. **Since this course is entirely online, it is essential that you check Carmen and your OSU email daily.** Your OSU email and Carmen are the only way the instructor can contact you, so please make sure you can access them.

Readings

There is no assigned text for the class. However, students taking this course for the first time have a reading and discussion component (see First Timer Supplemental Syllabus for details).

Course technology

Basic computer and web-browsing skills are needed. The class will take place on Carmen (<https://carmen.osu.edu/>), and so comfort navigating Carmen is also essential. You will be using the Content Section, Discussion Board, Dropbox to upload assignments, Survey, and Grades sections of Carmen. If you need any assistance with using Carmen, please call Carmen technical support at 614-688-HELP (4357) or email 8help@osu.edu. You can find more information here: <http://resourcecenter.odee.osu.edu/carmen>.

Additionally, you will be collaborating in CarmenWiki. If you have any difficulties with using CarmenWiki, please contact your instructor or use the CarmenWiki resources: <http://resourcecenter.odee.osu.edu/carmenwiki>.

Attendance, participation, and discussions

Instructor Response Time and Attendance

Assignments will typically be graded within 7 days. Please allow up to 48 hours to respond to emails and discussion board postings. There is no additional grade for attendance; completion of course assignments will fulfill attendance requirements.

Course requirements – Internship Participation

Enrollment hours in this course are based on the hours that you work at your internship this term. For each credit hour of Psych 3191, you must work at least 38 hours at your internship site during this term. Your internship supervisor should monitor your working hours, and you must document the days and times you work at your internship (verified by your supervisor).

- 1 credit hour of Psych 3191 = 38-74 hours at your internship
- 2 credit hours of Psych 3191 = 75-112 hours at your internship
- 3 credit hours of Psych 3191 = 113-149 hours at your internship
- 4 credit hours of Psych 3191 = 150-187 hours at your internship
- 5 credit hours of Psych 3191 = 188-224 hours at your internship

Other course policies

Academic integrity policy

The Ohio State University's *Code of Student Conduct* (Section 3335-23-04) defines academic misconduct as: "Any activity that tends to compromise the academic integrity of the University, or subvert the educational process." Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination. Ignorance of the University's *Code of Student Conduct* is never considered an "excuse" for academic misconduct, so I recommend that you review the *Code of Student Conduct* and, specifically, the sections dealing with academic misconduct.

If I suspect that a student has committed academic misconduct in this course, I am obligated by University Rules to report my suspicions to the Committee on Academic Misconduct. If COAM determines that you have violated the University's *Code of Student Conduct* (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the University.

If you have any questions about the above policy or what constitutes academic misconduct in this course, please contact me.

Other sources of information on academic misconduct (integrity) to which you can refer include:

- The Committee on Academic Misconduct web pages ([COAM Home](#))
- *Ten Suggestions for Preserving Academic Integrity* ([Ten Suggestions](#))
- *Eight Cardinal Rules of Academic Integrity* (www.northwestern.edu/uacc/8cards.htm)

University Resources

There are many resources to help you succeed at Ohio State, find your way around the campus, get involved, succeed in your classes, explore opportunities in and out of the classroom, address personal concerns, and stay healthy. Selected resources are listed on the ASC website: <http://artsandsciences.osu.edu/current-students/university-resources>.

Student Support Services

To pay tuition and fees, track financial aid, register for classes, view your grades, get important updates and more, log in to your personalized Student Center at <http://buckeyelink.osu.edu/>.

For assistance with financial aid matters, tuition and fee payments, registration challenges, managing your Student Center or other issues, contact the friendly, professional staff at the Student Service Center: <http://ssc.osu.edu>.

Accommodations for accessibility

Requesting accommodations

If you would like to request academic accommodations based on the impact of a disability qualified under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, contact your instructor privately as soon as possible to discuss your specific needs. Discussions are confidential.

In addition to contacting the instructor, please contact the Office for Disability Services at 614-292-3307 or ods@osu.edu to register for services and/or to coordinate accommodations you might need in your courses at The Ohio State University.

Please visit <http://ada.osu.edu/resources/Links.htm> or <http://ods.osu.edu> for more information.

Accessibility of course technology

This online course requires use of Carmen (Ohio State's learning management system) and other online communication. If you need additional services to use these technologies, please request accommodations with your instructor.

- [Carmen \(Desire2Learn\) accessibility](#)

Assignments, Calendar, and Grades

Supplemental Syllabi

Students may repeat Psych 3191, and so there is a different syllabus for each time you take this course. Please see assignment, calendar, and grade information under your designated supplemental syllabus. If you are taking this class for the first time, you will want to look at the "First Timers Syllabus". If you are taking this class for the second time, you will want to look at the "Second Timers Syllabus" and so on. Please see each assignment in your syllabus for late assignment policies.



SUPPLEMENTAL SYLLABUS: PSYCH 3191

FIRST TIMER ASSIGNMENTS, CALENDAR, AND GRADES

AUTUMN 2014

Assignments & Grades

Grades

In addition to the invaluable experiences you will gain from working at your internship, this course is designed to provide you with many opportunities for enriching your internship experience. The following assignments encourage you to reflect on your internship and give you the tools to help you prepare yourself for your future career.

Assignment	Points
1. Supervisor Agreement	2
2. Discussions (top 5 out of 6)	10 (2 points each)
3. Reflection Papers	
a. Goals & Expectations	4
b. Activities & Experiences	4
c. Final Thoughts & Advice	4
4. Personal Commercial	6
5. Informational Interview	6
6. CarmenWiki Review	2
7. Working Hours Log & Supervisor Evaluation	2
Total	40

See course schedule, below, for due dates

Grading Scale: Satisfactory/Unsatisfactory

Psych 3191 is graded S/U. Grades are based on total points earned (in addition to completion of internship hours). A total of 40 points are possible. In order to earn a Satisfactory grade (S), you must submit at least one assignment from each of the 7 categories above and earn at least 28 points total.

The following situations will result in an Unsatisfactory grade (U):

- You did not submit at least one assignment in all 7 categories. For example, there are 6 discussion topics; you must post to at least 5 topics to earn the possible 10 points, and you must post to at least 1 topic in order to get credit for this assignment category.
- You earn less than 28 total points on your assignments.
- Poor evaluation by your internship supervisor.
- You did not work the required number of hours at your internship, as recorded on your Working Hours Log and verified by your internship supervisor.

Assignment Instructions

Supervisor Agreement

So that you and your supervisor are aware of the requirements of this course, you will ask your internship supervisor to fill out a Supervisor Agreement Form (available on Carmen under Content – Course Info). You, not your supervisor, are responsible for returning the completed and signed form to the instructor by the due date on the Course Schedule below.

You may submit the form in several ways:

- Upload to the Carmen Dropbox (preferred)
- Bring to the Psych Advising Office (15 PS)
- Scan and email to the instructor

Readings

All course readings will be available on Carmen. The 6 readings are journal articles or excerpts from books. The readings are designed to enhance and supplement your internship experience, as well as providing you with background information for use in completing the assignments. There is no required textbook for this course.

Discussion of Readings

Online discussions of the course readings encourage you to think critically about the readings and gain new perspectives on the topics by discussing with your classmates. The readings can be found on Carmen under Content and the discussions can be found on Carmen under Discussions. There will be 6 readings and 6 corresponding discussion topics. Each discussion topic is worth 2 points, and the lowest score is dropped (so you can skip one discussion topic, if you choose) for a total of 10 points.

For each discussion topic, you must post at least twice. In first post, describe your reaction to the reading and the discussion prompt, and pose a critical thinking question about the topic for your classmates. A critical thinking question is an open-ended question based on analyzing or evaluating the topic, or the application of the topic. In the second post, reply to another student's critical thinking question (hit Reply to reply directly). Your discussions will be graded based on quality of your critical thinking question, and the new information or insights that you bring to the discussion in your response to a classmate's post. Your post should be about 5-10 sentences long and free of errors. **No late posts will be accepted.** Posts considered disrespectful will be removed and given a zero. The due dates can be found on the Course Schedule below.

Reflection Papers

The Reflection Papers are short papers that will encourage you to analyze various aspects of your internship experiences. They should provide you with a clear structure of your progress and development during your internship, and will help you to explore your future and verbalize your thoughts when it comes time for job/grad school interviews. There will be 3 Reflection Papers, each worth 4 points. The specific instructions for each paper can be found on Carmen under Content and the due dates can be found on the Course Schedule below. Late submissions will have points deducted. All files must be submitted to the Carmen Dropbox (.doc, .docx, .pages, or .pdf files only).

Personal Commercial

When first speaking with a potential employer or introducing yourself at networking functions, you should be able to quickly describe your career goals as well as the core strengths and relevant experiences that you have to offer – all while conveying the information in a way that gives a glimpse of who you are as an individual. Essentially, you need a commercial to pitch your product—you! For this assignment, you will write out your personal commercial, and practice using it at a networking function, such as a career fair.

The specific instructions for the Personal Commercial assignment can be found on Carmen under Content and the due date and time can be found on the Course Schedule below. You can earn up to 6 points on this assignment. Late submissions will have points deducted. All files must be submitted to the Carmen Dropbox (.doc, .docx, .pages, or .pdf files only).

Informational Interview

Informational Interviewing is a method of exploring career paths and gathering information about the expectations and work environments of a specific occupation by meeting with professionals already working in that field. The goal of an informational interview is not to interview for a position, but to learn specifics about the occupation and to build your network for your future job search. For this assignment, you will interview a person that currently works in an occupation you are interested in learning more about. You will turn in a summary of your interview questions and answers, along with a short reflection on the experience.

The specific instructions for the Informational Interview assignment can be found on Carmen under Content and the due date and time can be found on the Course Schedule below. You can earn up to 6 points on this assignment. Late submissions will have points deducted. All files must be submitted to the Carmen Dropbox (.doc, .docx, .pages, or .pdf files only).

CarmenWiki Review

One of the benefits of this course is sharing information about your internship with other Psychology majors. For this assignment, you will complete a review of your internship on our CarmenWiki page. This page is a Wiki site related to Carmen that houses our repository of psychology-related internships, and is editable by students in Psych 3191. Your evaluation will be viewable by the OSU community and is specifically aimed toward other Psychology students looking for internships.

The specific instructions for the CarmenWiki Review can be found on Carmen under Content and the due date can be found on the Course Schedule below. You can earn up to 2 points on this assignment. Late posts will have points deducted.

Working Hours Log & Supervisor Evaluation

When you enrolled in this course, you committed to working a certain number of hours at your internship. You must keep track of the days and times that you worked at your internship on the Working Hours Log (available on Carmen under Content – Course Info). This log can be handwritten or printed from a computer. At the end of the semester, you must submit this log with your signature and your supervisor's signature.

In order to verify that you have made satisfactory progress in your internship, you will ask your internship supervisor to fill out a Supervisor Evaluation Form (available on Carmen under Content – End of Semester Evaluations). You, not your supervisor, are responsible for returning the signed form to the instructor by the due date on the Course Schedule below.

You may submit the form in several ways:

- Upload to the Carmen Dropbox (preferred)
- Bring to the Psych Advising Office (15 PS)
- Scan and email to the instructor

Course Schedule

Week	Topics	Notes	Assignments	Due Dates (by 11:59pm)
1	Welcome to Psych 3191!	Get started at your internship	Introduce yourself to the class on Carmen Discussions – <i>Getting to know you</i>	Thursday, Aug 28
2	Importance of internships		Supervisor Agreement Reading & Discussion Post – <i>Why are internships important?</i>	Thursday, Sept 4
3	Internship goals	Start working on your personal commercial	Goals & Expectations Reflection Paper	Thursday, Sept 11
4	Transition from college to work		Reading & Discussion Post – Ivory Tower to Concrete Jungle	Thursday, Sept 18
5	Planned happenstance	Use your networking skills to find a person to interview	Reading & Discussion Post – Expecting the unexpected...	Thursday, Sept 25
6	Activities & Experiences		Activities & Experiences Reflection Paper	Thursday, Oct 2
7	Self-presentation		Reading & Discussion Post – <i>Handshakefullness & PlayHard</i>	Thursday, Oct 9
8	Informational interviewing	Submit your interview Qs along with your reaction paper	Informational Interview	Thursday, Oct 16
9	Resumes		Reading & Discussion Post – <i>The effects of resumes</i>	Thursday, Oct 23
10		Happy Halloween!		
11	Networking	Submit your commercial along with your brief reaction paper	Personal commercial	Thursday, Nov 6
12	Applying for Grad School or jobs	Log on to CarmenWiki	Reading & Discussion Post – So you have a bachelor's degree...	Thursday, Nov 13
13	Final Thoughts & Advice		CarmenWiki Review	Thursday, Nov 20
14		Thanksgiving!		
15	Summing up	All internship hours must be completed by Dec 9 th	Final Thoughts & Advice Reflection Paper. Working Hours Log & Supervisor Evals	Thursday, Dec 4



SUPPLEMENTAL SYLLABUS: PSYCH 3191

SECOND TIMER ASSIGNMENTS, CALENDAR, & GRADES

AUTUMN 2014

Assignments & Grades

Grades

In addition to the invaluable experiences you will gain from working at your internship, this course is designed to provide you with many opportunities for enriching your internship experience. The following assignments encourage you to reflect on your internship and give you the tools to help you prepare yourself for your future career.

Assignment	Points
1. Supervisor Agreement	2
2. SMART Goals & Update	4 (2 points each)
3. What are you learning?	
a. Psychological Concepts	4
b. Developing Skills	4
4. Choose Your Own Adventure (2)	8 (4 points each)
5. Informational Interview	4
6. CarmenWiki Review/Update	2
7. Working Hours Log & Supervisor Evaluation	2
Total	30

See course schedule, below, for due dates

Grading Scale: Satisfactory/Unsatisfactory

Psych 3191 is graded S/U. Grades are based on total points earned (in addition to completion of internship hours). A total of 40 points are possible. In order to earn a Satisfactory grade (S), you must submit at least one assignment from each of the 7 categories above and earn at least 28 points total.

The following situations will result in an Unsatisfactory grade (U):

- You did not submit at least one assignment in all 7 categories. For example, there are 6 discussion topics; you must post to at least 5 topics to earn the possible 10 points, and you must post to at least 1 topic in order to get credit for this assignment category.
- You earn less than 28 total points on your assignments.
- Poor evaluation by your internship supervisor.
- You did not work the required number of hours at your internship, as recorded on your Working Hours Log and verified by your internship supervisor.

Assignment Instructions

Supervisor Agreement

So that you and your supervisor are aware of the requirements of this course, you will ask your internship supervisor to fill out a Supervisor Agreement Form (available on Carmen under Content – Course Info). You, not your supervisor, are responsible for returning the completed and signed form to the instructor by the due date on the Course Schedule below.

You may submit the form in several ways:

- Upload to the Carmen Dropbox (preferred)
- Bring to the Psych Advising Office (15 PS)
- Scan and email to the instructor

SMART Goals & Update

To help you to stay motivated at your internship, you will make a comprehensive list of your goals this semester. SMART goals are specific, measurable, attainable, relevant, and time-based. Early in the semester you will write out your SMART goals, and then provide updates on these goals later in the semester. The specific instructions for these assignments can be found on Carmen under Content and the due dates and times can be found on the Course Schedule below. These assignments are worth 2 points each. Late submissions will have points deducted. All files must be submitted to the Carmen Dropbox (.doc, .docx, .pages, or .pdf files only).

What are you learning? Psychological Concepts

A psychology-related internship should be helping you to make use of your knowledge of psychological concepts and related skills. In this assignment, you will delve deeper into the connection between your internship and your psychology major. The specific instructions for this assignment can be found on Carmen under Content and the due date and time can be found on the Course Schedule below. This assignment is worth 4 points. Late submissions will have points deducted. All files must be submitted to the Carmen Dropbox (.doc, .docx, .pages, or .pdf files only).

What are you learning? Developing Skills

When you go to interviews, potential employers may ask you about your internship. In this assignment, you will explain the skills and knowledge that you are developing at your internship, so that you will be able to succinctly discuss this when it comes time for an interview. The specific instructions for each paper can be found on Carmen under Content and the due dates and times can be found on the Course Schedule below. This assignment is worth 4 points. Late submissions will have points deducted. All files must be submitted to the Carmen Dropbox (.doc, .docx, .pages, or .pdf files only).

Choose Your Own Adventure

For this assignment, you will be choosing and completing two activities from a variety of options that are designed to help you improve on your weaknesses in terms of career development. Choose activities that will help you become more prepared for your future career path.

The specific instructions for these assignments can be found on Carmen under Content and the due dates and times can be found on the Course Schedule below. You can earn up to 4 points each on these assignments. You can choose which activity to do first and which activity to do second, but you must submit two different assignments by each deadline below. Late submissions will have points deducted. All files must be submitted to the Carmen Dropbox (.doc, .docx, .pages, or .pdf files only).

Informational Interview

Informational Interviewing is a method of exploring career paths and gathering information about the expectations and work environments of a specific occupation by meeting with professionals already working in that field. The goal of an informational interview is not to interview for a position, but to learn specifics about the occupation and to build your network for your future job search. For this assignment, you will interview a person that currently works in an occupation you are interested in learning more about. You will turn in a summary of your interview, along with a short reaction to the experience.

The specific instructions for the Informational Interview assignment can be found on Carmen under Content and the due date and time can be found on the Course Schedule below. You can earn up to 4 points on this assignment. Late submissions will have points deducted. All files must be submitted to the Carmen Dropbox (.doc, .docx, .pages, or .pdf files only).

CarmenWiki Review/Update

One of the benefits of this course is sharing information about your internship with other Psychology majors. For this assignment, you will complete a review of your internship on our CarmenWiki page. This page is a Wiki site related to Carmen that houses our repository of psychology-related internships, and is editable by students in Psych 3191. Your evaluation will be viewable by the OSU community and is specifically aimed toward other Psychology students looking for internships.

The specific instructions for the CarmenWiki Review can be found on Carmen under Content and the due date can be found on the Course Schedule below. You can earn up to 2 points on this assignment.

Working Hours Log & Supervisor Evaluation

When you enrolled in this course, you committed to working a certain number of hours at your internship. You must keep track of the days and times that you worked at your internship on the Working Hours Log (available on Carmen under Content – Course Info). This log can be handwritten or printed from a computer. At the end of the semester, you must submit this log with your signature and your supervisor's signature.

In order to verify that you have made satisfactory progress in your internship, you will ask your internship supervisor to fill out a Supervisor Evaluation Form (available on Carmen under Content – End of Semester Evaluations). You, not your supervisor, are responsible for returning the signed form to the instructor by the due date on the Course Schedule below.

You may submit the form in several ways:

- Upload to the Carmen Dropbox (preferred)
- Bring to the Psych Advising Office (15 PS)
- Scan and email to the instructor

Course Schedule

Week	Topics	Notes	Assignments	Due Dates (by 11:59pm)
1	Welcome to Psych 3191, again!	Get started at your internship	Introduce yourself to the class on Carmen Discussions – <i>Getting to know you</i>	Thursday, Aug 28
2			Supervisor Agreement	Thursday, Sept 4
3			SMART Goals	Thursday, Sept 11
4				Thursday, Sept 18
5		Psychology Career, Internship, & Grad School Fair, Sept 24	Psychological Concepts	Thursday, Sept 25
6				Thursday, Oct 2
7		Use your networking skills to find a person to interview	Developing Skills	Thursday, Oct 9
8		Remember to submit your interview questions along with your brief reaction paper	Informational Interview	Thursday, Oct 16
9				Thursday, Oct 23
10		Happy Halloween!	Choose Your Own Adventure #1	
11	Log onto CarmenWiki			Thursday, Nov 6
12			Choose Your Own Adventure #2	Thursday, Nov 13
13			CarmenWiki Review SMART Goals Update	Thursday, Nov 20
14		Thanksgiving!		
15	Summing up	All internship hours must be completed by Dec 9 th	Working Hours Log & Supervisor Evaluation	Thursday, Dec 4

Arts and Sciences Distance Education Online Course Component Technical Review Checklist

Course: Psychology 3191

Instructor: Leigh (Eskin) Mascolino

Summary: Online Internship In Psychology

COURSE TECHNOLOGY

Standard	Yes	Yes with Revisions	No	Feedback/Recommendations
1. The tools and media support the course learning objectives.	✓			This course will be offered on-demand asynchronously through the Carmen learning management system (LMS). Learning objectives for the course are supported through weekly reading and writing assignments and activities.
2. Course tools and media support student engagement and guide the student to become an active learner.	✓			Students will engage with each other and the course materials on a weekly basis in the following ways: <ul style="list-style-type: none"> • Students will engage in weekly discussion assignments that will be posted to the Carmen Discussion Forum. • Weekly readings will be used for written assignments that will be submitted to the Carmen Dropbox • Asynchronous online activities with CarmenWiki • In person interviews • Synchronous in-person office hours with the Instructor for the course
3. Navigation throughout the online components of the course is logical, consistent, and efficient.	✓			Recommend that the new ODEE online course Carmen shell template be used for this course to provide the students with a consistent user experience and navigation when taking online courses at The Ohio State University. Course materials will be organized within Carmen to match the week-to-week schedule outlined in the course syllabus. Detailed weekly activities will be noted in Carmen.
4. Students can readily access the technologies required in the course.	✓			All technology platforms being used for this course are accessible to students. The course technology section of the syllabus provides the students with the required

				technical skills needed to access all parts of this course.
5. The course technologies are current.	✓			The Carmen LMS platform will be used for course content management and access. Carmen is current and is a core common tool provided by the university.
6. Funding and support for the course technologies are sustainable for future sections of the course.	✓			Any additional funding required to support this course should be planned for as a part of the departmental budget planning process. Any videos being used for this course must have transcriptions.
7. The course technologies, tools and media will be evaluated and updated as underlying technologies, platforms and approaches change.	✓			Carmen will be the primary platform used to access the online content for this course. Recommend that the students for the course be surveyed on the technology and platforms used and that the technology be modified appropriately based on student feedback.
8. The course instructions articulate or link to a clear description of the technical support offered and how to access it.	✓			The faculty member should add an overview and instructions for students to access Carmen technical support. (8-Help) https://odee.osu.edu/resourcecenter/carmen
9. Course instructions articulate or link to the institution's accessibility policies and services.	✓			The below link should be included in the syllabus. This text should be in 18pt font "Bold" for the accessibility statement and information. http://ada.osu.edu/resources/Links.htm
10. Course instructions articulate or link to an explanation of how the institution's academic support services and resources can help students succeed in the course and how students can access the services.	✓			The below link with an overview and contact information for the student academic services offered on the OSU Main campus should be included in the syllabus. http://artsandsciences.osu.edu/current-students/university-resources
11. Course instructions articulate or link to an explanation of how the institution's student support services can help students succeed and how students can access these services.	✓			The below link with an overview and contact information for student support services offered on the OSU main campus should be included in the syllabus. http://ssc.osu.edu

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Reviewer Information

- **Date Reviewed:** 1/29/2014
- **Reviewed By:** Mike Kaylor
- **Comments:** Prior to running the course, I would recommend that this course be setup in the online course Carmen shell template provided by the university. This template helps to provide a consistent navigational and user experience for students taking online courses at Ohio State. My team and/or I would be happy to meet with you to talk in more detail about the template as well as provide you access to the template and help move your existing course into the template. Since this course is being delivered 100% online, you may also want to offer some of your office hours online through CarmenConnect or other live interactive tool. Please see the four areas on the checklist that have been marked as “yes with revisions” as those statements must be included in your course syllabus. You should be able to do a cut and paste for each of the statements to include them in your syllabus. I would recommend that they be included in the “Other course policies” section of your syllabus.