How do I enroll?

PREREQUISITES: Psychology Major or Minor, Intro to Psychology, minimum overall GPA 3.00

Step 1: Read the Syllabus. Then identify an Internship site. Some sources of sites are:
- Our list of previously held internships: https://dornsife.usc.edu/assets/sites/210/docs/Intern_Book.pdf
- Your own contacts

Identify some areas of interest to you. Students may propose an internship opportunity that is related to any area of psychology. The internship must be approved by the Course Coordinator, Dr. Carol Prescott.

Step 2: Contact the internship site. Request an application if the site has their own application process. Provide the On-Site Supervisor with a copy of the PSYC391 syllabus, discuss your available hours and mutual expectations. Find out if the site has any other requirements prior to beginning (e.g., orientation, special training, fingerprinting, TB tests).

Step 3: Email the Course Coordinator, Dr. Prescott (cprescot@usc.edu), to schedule a brief conversation about the course and your ideas for internship. During that conversation, she will give you guidance on finding a Faculty Sponsor.

Step 4: Complete the Agreement Form (pages 3-5 of this document). Have the On-Site Supervisor review and sign on page 4.

Step 5: Email your prospective Faculty Sponsor to ask if she/he might be willing to be your Sponsor. Tell a little about yourself, about the internship site and what you will be doing there. Email a copy of the PSYC 391 Syllabus and the Application form (this document). Request a meeting to discuss your plans and goals for the internship. Take a copy of the filled-out Agreement Form. Make sure the Sponsor approves of your paper topic, and signs your application on page 4.

Step 6: Submit your completed application to Dr. Prescott
   - By email: cprescot@usc.edu (preferred)
   - or Paper copy: mailbox in SGM 501

The application includes both:
(1) Internship Agreement (pages 3-4), with Faculty Sponsor and On-Site Supervisor signatures
(2) Release of Liability Form (page 5) signed by you (and by your Parent if you're under age 18)

Your application must be received by the application deadline in order for there to be time to give you clearance prior to the Drop/Add day. After your application has been processed, you will receive an email from the Psyc Advisors saying you can register online for Psyc 391.

APPLICATION DEADLINE: WEDNESDAY, JAN 20th, 4:00 PM
ROLE of the FACULTY SPONSOR

The Faculty Sponsor for a PSYC 391 student is responsible for helping the student relate field experience to relevant psychological theory. The Sponsor is expected to:

1) **Suggest readings** to help the student connect the field experience to relevant psychological theory and empirical findings.

2) **Meet with the student bi-weekly** (twice a month) to discuss the placement and readings and help to relate the readings to the student’s experiences.

3) **Evaluate the student’s final written project** – usually a 5-page paper. Papers may go through multiple revisions. The paper should highlight research relevant to the field experience and integrate personal reflections on how they saw (or did not see) a match between psychological research findings and the work done at their community agency. The course coordinator is available to consult about the suitability of paper topics and provide examples of previous papers. Other requirements about paper format and content are provided in the course syllabus. The project counts for 50% of the student’s grade, along with their performance at the internship site.

Faculty Sponsors are **not** responsible for supervising the student’s fieldwork (unless the Sponsor is also the on-site supervisor).

ROLE of the ON-SITE SUPERVISOR

The on-site supervisor for a PSYC 391 student is responsible for matching students to volunteer opportunities within their organization to provide the student with a psychology-related experience. This encompasses a broad range of possible experiences, including interacting with the populations served by the agency, working alongside case managers, in human resources, customer relations, on program development, in product development, or on evaluation projects.

At the end of the semester, the on-site supervisor will be asked to report the hours the student spent on site and to complete an evaluation form summarizing the quality of the student’s activities at the agency. The evaluation will account for 50% of the student’s grade.
APPLICATION DEADLINE: WEDNESDAY, JANUARY 20th, 4:00 PM

PSYCHOLOGY 391 – SPRING 2016
DIRECTED FIELD EXPERIENCE IN PSYCHOLOGY
Internship Agreement

PREREQUISITES: Psychology Major or Minor, Intro to Psychology, minimum overall GPA 3.00

Student Name (Last, First)  Student ID #

Student Phone Number  Student e-mail address  Year in School

Major  Overall GPA  Semester/Year

No / Yes:  #Units

# 391 Units taking  Taken 391 before?  Will you continue 391 next semester?

Internship Agency Name  Internship Address

Approximate start date  Approximate end date  Hours per week

On-site Supervisor  Supervisor phone#  Supervisor e-mail address

Other Agency Contact Person  Contact phone#  Contact e-mail address

USC Faculty Sponsor  Sponsor phone#  Sponsor e-mail address

List all Psychology courses completed and Grade (specify institution if other than USC):

Course Title/No. (College)  Grade

Course Title/No. (College)  Grade

Course Title/No. (College)  Grade

Course Title/No. (College)  Grade

Course Title/No. (College)  Grade

Course Title/No. (College)  Grade

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PSYCHOLOGY 391
DIRECTED FIELD EXPERIENCE IN PSYCHOLOGY
Internship Agreement – con’t

Briefly describe the activities you will perform at your internship site:

Briefly describe your plan for the paper you will write, integrating psychological theory with your experiences at the internship. (See Course Syllabus for more detail).

Student signature & date

_________________________

Faculty Sponsor signature & date

_________________________

On-Site Supervisor signature & date

_________________________

APPROVAL:

_________________________

Course Coordinator
This release is in consideration of the Student identified below ("Student") being permitted to participate in the University of Southern California’s Directed Field Experience in Psychology.

The University of Southern California’s Directed Field Experience in Psychology involves Students going to various community sites such as half-way houses, shelters, mental health facilities, hospitals, or schools as part of their educational experience. In most cases, Students are required to provide their own means of transportation to these sites.

As a Student-Participant in Directed Field Experience in Psychology, I, ______________________ (please print name) recognize that these community site visits may pose a risk of injury, sickness, loss and other hazards, including but not limited to the negligent and/or criminal acts of third parties. I hereby agree to assume all risks that may occur as a result of participating in the University of Southern California’s Directed Field Experience in Psychology.

I hereby release from liability the University of Southern California, the University of Southern California’s Department of Psychology, and their respective officers, trustees, employees, faculty, administrators, agents and representatives, from any and all claims, causes of action, losses, liabilities, costs, and expenses (including reasonable attorneys’ fees), arising or resulting from or in connection with my participation in the University of Southern California’s Directed Field Experience in Psychology.

This release shall be construed in accordance with, and governed by, the laws of the State of California.

I acknowledge that I have read this release and that I understand its meaning and effect and sign it of my own free will. I further acknowledge that this release is a complete release of liability given in consideration for my being permitted to participate in Directed Field Experience in Psychology, is in effect for the entire period I am participating in Directed Field Experience in Psychology, and is inclusive of all community site visits.

Signed: ________________________________

Date: ________________________________

Print Student Name: ________________________________

**IF STUDENT IS UNDER EIGHTEEN, PARENT/GUARDIAN SIGNATURE IS ALSO REQUIRED:**

Parent/Guardian Signature: ________________________________

Date: ________________________________