Course overview

Attention!

This is a representative syllabus. The syllabus for the course when you enroll may be different. Use the syllabus provided by your instructor for the most up-to-date information. Please refer to your instructor for more information for the specific requirements of a given semester.

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.

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, and so comfort navigating Carmen is essential. You will be using the Content Section, Discussion Board, Dropbox to upload assignments, Survey, and Grades sections of Carmen. For assistance with Carmen, please call Carmen technical support at 614-688-HELP (4357) or email 8help@osu.edu. You can also find more information at http://resourcecenter.odee.osu.edu/carmen.

Additionally, you will be collaborating in CarmenWiki. If you have any difficulties 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)

**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 any accommodations you might need in your courses at The Ohio State University.

Go to [http://ods.osu.edu](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](http://ods.osu.edu)

**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.