

**PSYCH/HUM DEV 497 Internship
Court Appointed Special Advocate
(CASA)
Fall 2009**

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Course Overview and Objectives*:

- 1) To learn how to work effectively in an early intervention program
- 2) To develop communication and other skills appropriate to the training, supervision, and job duties of the internship site
- 3) To be aware of the ethical and professional obligations related to the site and to learn to behavior in a manner consistent with those obligations
- 4) To use regular journal writing and work on a culminating project as vehicles for demonstrating learning and progress over the course of the semester
- 5) To engage in reflection about the impact of the internship on personal and professional goals

*Remember that you should only engage in activities for which you have been appropriately trained. If you feel uncomfortable with or unprepared for any task that you are asked to complete, talk to your supervisor and to your instructor.

Readings:

I would like you to read one book related to the internship topic that is written by someone who is actively involved in a position that is much like the position you will hold at the internship site. In other words, you will get from this book a first-hand look at the work that goes into or can come out of the intern position you will hold. This book should nicely compliment the professional references you will also be required to read. I would like to know what book you choose as soon as you select it. Please note that this book should be read and discussed in your journal by **October 1, 2009**. We can discuss it at our first or second meeting of the semester.

In addition to the book above, you will develop a list of at least 10 readings related to your internship site and duties. These readings should be professional books or peer-reviewed journal articles; at least five of the readings are to be journal articles. These readings may be related to the paper that you write for this course. You will provide a list of these readings to your instructor for approval by **September 21, 2009**.

You will demonstrate that you have completed these readings through discussion with your instructor and entries in your journal. Make sure to include entries in your journal that discuss the readings and integrate them with what you are learning on site.

These readings may be completed at any point during the semester, but at least **two** articles or chapters must be completed every four weeks. It is your responsibility to ensure that (1) your instructor knows well in advance which articles/chapters will be discussed at each meeting and that (2) she has a copy of each of those articles/chapters to read herself.

Meetings with Instructor:

You will meet with your instructor once each month to discuss readings, talk about your internship experiences, and review progress on your journal and final project. It is **your responsibility** to schedule the meetings. I will keep a check-off sheet in your internship file that notes the times/dates of our meetings. If you do not have a meeting recorded for each month, your internship grade will be reduced by at least one letter grade.

Please note that you are welcome to meet with me more often, and you are encouraged to email, call, or stop by my office to keep me updated on your internship experience. If you at any time encounter any ethical or other concerns as a part of your internship, you must report them to me **immediately**.

Journal:

You will be expected to maintain a journal that chronicles your activities at the internship site. You should have an entry for each day that you are on-site. I would like you to indicate the total number of hours spent at the internship that day. You should also keep a running tally of your total accumulated hours for the semester with each journal entry. This information will give me a better understanding of what you are doing, and it may also be helpful to you in the future if you are asked to document volunteer or internship hours for graduate school or employment applications. Beyond this basic information about hours spent on-site, your journal will be a place for you to **reflect** on your activities and to **integrate** these experiences with course readings, personal experiences, knowledge gained from other classes, and so on. Many of your journal entries simply may provide some basic information about what you did and what you learned on a given day, but I would like at least one entry each week to demonstrate significant self-reflection and/or integration. Please also note that I expect you to devote some time in your journal to reacting to the assigned readings for the course and/or to discussing how these readings relate to your work at the internship site. Although you may include separate entries that review the articles, you must also talk about how the reading relates to what you are doing/learning on site. You will submit your journal for review at two points during the internship (once at the **end of October** and upon its completion by **December 14, 2009**). When you submit your journal at the end of the semester, you need to also include an entry (2-3 pages in length) that summarizes your internship experience and your own reflections about it.

As a final note, please remember that your journal should contain **no information that would allow anyone to identify any persons involved in the program at your internship site**. That information is strictly confidential. This means, of course, that no names (or specific ages, locations, etc.) or any other information that could lead to the identification of specific individuals should be used in the journal.

Final Project:

The final project assignment is a way for you to demonstrate what you have learned during your internship experience. You will write a final paper (15-20 pages in length, not including references or title page, and using at least 10 professional references) that integrates theory (readings, research) and practice (your internship experiences). We can discuss ideas for your project throughout the first month of the internship. I would like you to submit a typed one-paragraph proposal of a final project for topic approval by **October 26, 2009**. I will not require it, but I would encourage you to submit an outline for the paper in early November. This paper should be completed using APA style. Please keep in mind that the articles from your reading list may not all be appropriate resources for this paper and additional literature searches are likely as you begin outlining your paper.

Successful and Ethical Completion of Tasks on Internship Site:

You must successfully complete the tasks assigned to you at your internship site. You must spend **100 hours** at the applied setting in which you are completing your internship. In addition, both your on-site supervisor and I must agree that you have completed your work there in a satisfactory and an **ethical** manner. You may also be asked to sign an agreement to abide by certain ethical guidelines at the beginning of the internship. Should any of the above criteria not be met, you may not receive a passing grade in this course. I will be asking your on-site supervisor to complete a mid-semester and final evaluation of your work as one way of assessing satisfactory progress/completion of the internship. I also will maintain regular contact with your supervisor regarding your progress and ways in which we might work together to enhance your educational experience.

Supervisor Evaluation

As noted earlier, your supervisor will complete a mid-semester and final evaluation of your work at the internship site. I must have both of these evaluations before I can assign a grade for the internship course. I will ask your supervisor to have the final evaluation completed by **December 11, 2009**.

Your Evaluation of the Internship

You will be expected to write your own evaluation of the site and your experiences there. This paper should be about one double-spaced page in length. Basically, you will describe the kinds of things you did as an intern and reflect upon the experience. The intended audience of this evaluation is your fellow students. The evaluation will be placed in our public internship files (which students consult when considering different internship sites), so please keep that in mind as you write it. This evaluation will also be due on **December 14, 2009**.

Grading:

Your final grade in this course will be determined based on a combination of on-site performance and the quality of submitted work for the class. The approximate values for all assignments are indicated below. Unsatisfactory or unethical work (or failure to complete the required hours) at the internship site could result in a failing grade for the course. **In all cases, I will take into account your supervisor's evaluation of your performance (positive and/or negative), and that evaluation will be reflected in your final grade.**

Please also keep in mind that completing all course requirements (including meetings with me) by the deadlines specified in this syllabus is **your responsibility**. I will **not** send you any reminders about due dates or contact you if you miss them. Read this syllabus carefully and make sure you plan ahead for all deadlines so that your grade does not suffer.

Grade Components and Point Values

Meetings with instructor	No point value; if not completed, lose at least 1 grade
Reading List/Evidence of Reading (from journal)	20 points
Journal Reviews (2 @ 10 points each)	20 points
Final 2-3 page Journal Reflection	10 points
Final Project Proposal	5 points
Final Project Outline (options)	No point value
Final Project	100points
Your Evaluation of the Internship	10 points

The grading scale that follows will be used in determining final grades (% of total points possible).

A	93-100%	C	73-77%
A/B	88-92%	C/D	68-72%
B	83-87%	D	60-67%
B/C	78-82%	F	<60%

University Policy for Individuals with Disabilities: Consistent with the federal law and the policies of the University of Wisconsin, it is the policy of the University of Wisconsin-Green Bay to provide appropriate and necessary accommodations to students with documented physical and learning disabilities. If you anticipate requiring any auxiliary aids or services, you should contact me or the Coordinator of Services for Students with Disabilities at 465-2849 as soon as possible to discuss your needs and arrange for the provision of services.

I reserve the right to modify the course requirements and/or schedule as deemed appropriate and with reasonable notice of such revisions.