PSYC 3880 (Field Experience) Packet
PSYC 3880 Departmental Policy

Course Description and Guidelines:
Credits not to exceed six per semester, and hours by arrangement. Prerequisite: PSYC 1100 and PSYC 1101 or PSYC 1103. Open only with consent of instructor. With a change in content, this course may be repeated for credit. Students taking this course will be assigned a final grade of S (Satisfactory) or U (Unsatisfactory). Due to the S/U grading, PSYC 3880 cannot be used on a plan of study for a major or minor unless the plan of study requires an internship course and specifically lists PSYC 3880 as an option.

This course is intended to enable undergraduate students to obtain career relevant educational experiences that usually are not available in formal classroom settings. These experiences include (1) an off-campus site, (2) a field supervisor, (3) a set of educationally relevant field activities, (4) a UConn psychological sciences faculty sponsor, and (5) some procedure for evaluating the student. Students engaged in such off-campus activities may receive academic credit contingent upon the extent to which these activities conform to the guidelines listed below.

1. **Off-Campus Site**: Identification of an appropriate off-campus site is the responsibility of the student. An appropriate off-campus site should provide a reasonable learning situation where the student would be able to both observe and participate in work related to psychological sciences. Ideally, the student would be able to obtain an overview of the role(s) of those who do psychological sciences-related work in non-academic settings. While the site may be affiliated with UConn, a field experience that takes place at the main Storrs UConn campus is not acceptable.

2. **Field Supervisor**: The student is expected to both identify and obtain the cooperation of a field supervisor who would monitor the activities and learning opportunities of the student. The field supervisor should agree to complete the PSYC 3880 Final Evaluation, Supervisor Version that both summarizes and evaluates the student’s activities at the off-campus site.

3. **Educationally Relevant Activities**: Such activities could include a wide variety of tasks depending on the area of psychological sciences to which they are relevant. Such tasks should involve professional activities related to psychological science and not clerical duties. The student should consult with their UConn psychological sciences faculty sponsor to determine relevance.

4. **UConn Psychological Sciences Faculty Sponsor**: A faculty sponsor can be any faculty member within the Department of Psychological Sciences. Since the student will be asking the faculty member to carry out additional tasks in order to serve as a sponsor, this faculty member is often one the student knows somewhat well. The faculty sponsor is responsible for determining the amount of academic credit and for assigning a grade. In meeting these responsibilities, faculty sponsors may wish to meet with the student periodically to discuss the off-campus experience, may wish to consult with the off-campus supervisor, may wish to visit the off-campus site, and may require specific products from the student and/or the off-campus supervisor. As stated in the PSYC 3880 Learning Plan, the faculty sponsor will evaluate a paper written by the student at the end of the term in which the student describes their activities, integrates those activities into some theoretical framework within psychological sciences, and specifically identifies how those activities have enhanced the student’s educational goals. The student must make arrangements with their UConn psychological sciences faculty sponsor before the beginning of the field experience.

5. **Opportunities for Evaluation**: The field supervisor is expected to complete the PSYC 3880 Final Evaluation, Supervisor Version by the end of the term. In addition, the student will complete the PSYC 3880 Final Evaluation, Student Version and submit a paper to the UConn psychological sciences faculty sponsor at the end of the term as indicated in the PSYC 3880 Learning Plan.

A note on financial compensation: Whether or not students are paid for their off-campus activities is irrelevant to the extent that their “paid employee” status does not interfere with the quality of their learning experience. To the extent that these off-campus experiences are exclusively or primarily a “job,” the educational value of these experiences becomes suspect.

**Additional CLAS Restrictions:**
No credit may be given retroactively for internship work undertaken without being properly enrolled in the internship course in advance. A student may count no more than fifteen internship credits towards a bachelor’s degree in CLAS, and each credit for internship work must entail at least forty-two hours of work per semester or term. The required number of hours of work must be stated clearly in the learning agreement or work plan for the internship signed by both the instructor of record and the internship supervisor.
PSYC 3880 (Field Experience) Information Packet
PSYC 3880 Learning Plan

Student’s Responsibilities:
1. Read and understand all policies pertaining to PSYC 3880 as outlined by the University, including The Student Code, CLAS, Department of Psychological Sciences, and the field experience Agency, and agree to abide by them.
2. Discuss the PSYC 3880 Learning Plan and course responsibilities with your field supervisor. Agree to hours of work per week for the term (see credit conversion chart below).
3. Discuss the PSYC 3880 Learning Plan and course responsibilities with your UConn psychological sciences faculty sponsor.
4. If requested, meet periodically with your UConn psychological sciences faculty sponsor during the term to discuss progress.
5. At term’s end, submit a paper to your UConn psychological sciences faculty sponsor; describe your activities, integrate those activities into some theoretical framework within psychological sciences, and specifically identify how those activities have enhanced your educational goals. Your UConn psychological sciences faculty sponsor will determine the length and scope of the paper.
6. At term’s end, complete the PSYC 3880 Final Evaluation, Student Version. You will receive an email to your UConn email address instructing you to complete an electronic version. A paper version is also included in this packet.

Field Supervisor’s Responsibilities:
1. Discuss with the student their responsibilities and how those responsibilities will enhance the student’s psychological sciences education.
2. Agree to supervise the student for the appropriate number of hours per week for the term (see credit conversion chart below).
3. At term’s end, complete the PSYC 3880 Final Evaluation, Supervisor Version. The student will receive an email with an electronic version that s/he may forward to you. Alternatively, you may request a paper version from the student.

UConn Psychological Sciences Faculty Sponsor’s Responsibilities:
1. Discuss with the student their responsibilities, including any periodic meetings and the scope of the final paper.
2. If desired, meet with the student periodically during the term to discuss progress.
3. Evaluate the student’s final paper.
4. Review the Student Version and Supervisor Version of the PSYC 3880 Field Experience Final Evaluations.
5. Assign a grade of S (Satisfactory) or U (Unsatisfactory).

Credit Conversion Chart:
In accordance with CLAS policy, each course credit requires at least 42 hours of work per term. Use the chart below to determine the number of hours of work per week required based on the number of credits desired and the length of the term. The chart below serves only as a guideline, as credit approval is left to the discretion of the faculty sponsor.

<table>
<thead>
<tr>
<th>Credits</th>
<th>14-Week Term</th>
<th>13-Week Term</th>
<th>5-Week Term</th>
<th>3-Week Term</th>
<th>Hours per Term</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fall &amp; Spring</td>
<td>Summer III (I+II)</td>
<td>Summer I &amp; II</td>
<td>Winter &amp; May Term</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>3</td>
<td>3</td>
<td>8</td>
<td>14</td>
<td>42</td>
</tr>
<tr>
<td>2</td>
<td>6</td>
<td>6.5</td>
<td>17</td>
<td>28</td>
<td>84</td>
</tr>
<tr>
<td>3</td>
<td>9</td>
<td>9.5</td>
<td>25</td>
<td>42</td>
<td>126</td>
</tr>
<tr>
<td>4</td>
<td>12</td>
<td>13</td>
<td>34</td>
<td>-</td>
<td>168</td>
</tr>
<tr>
<td>5</td>
<td>15</td>
<td>16</td>
<td>42</td>
<td>-</td>
<td>210</td>
</tr>
<tr>
<td>6</td>
<td>18</td>
<td>19.5</td>
<td>-</td>
<td>-</td>
<td>252</td>
</tr>
</tbody>
</table>
Instructions for students:

1. Discuss your responsibilities with your field supervisor and UConn psychological sciences faculty sponsor.
2. **Complete this form and the Independent Study Authorization** (p. 4).
3. Obtain the signatures of your field supervisor and UConn psychological sciences faculty sponsor (instructor).
4. **Return both forms to the Undergraduate Program Office** (BOUS 108) for the associate department head’s and advisor’s signatures and final processing.
5. You will receive a copy for your records via email when submitted to the registrar’s office for enrollment.

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Student: ________________________________  Student Admin ID: ____________________
Email: __________________________________________@uconn.edu
Term:  [ ] Fall  [ ] Winter  [ ] Spring  [ ] May  [ ] Summer 1  [ ] Summer 2  [ ] Summer 3 (1+2)  Year: ___________
Field Experience Dates: __________________________ 
Note: Student must register for PSYC 3880 before these dates.

Field Site: __________________________________________
Field Site Address: __________________________________________

Field Supervisor: ________________________________  Title: __________________________
Phone: ________________________________  Email: __________________________________________

UConn Psychological Sciences Faculty Sponsor: ________________________________

**Briefly describe the setting of your field placement and the activities in which you expect to engage. Your response should also include how this experience relates to psychological sciences.**

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

**How did you obtain this field experience opportunity?** (e.g., application process, networking, etc.)

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

I understand and agree to abide by the policies and requirements outlined in the **PSYC 3880 (Field Experience) Information Packet.**

Student’s Signature  Date

Field Supervisor’s Signature  Date

UConn Psychological Sciences Faculty Sponsor’s Signature  Date
Independent Study Authorization

Return to: Office of the Registrar, Unit 4077
Wilbur Cross Building, 233 Glenbrook Road
Storrs, Connecticut 06269-4077

Student Name____________________________________________ Student ID: __________________________

Student Email___________________________________________@uconn.edu

Subject area: PSYC Catalog No: 3880 Section: _______ Class No: _______

Maximum units authorized by instructor: [ ] [ ]

Note: Instructor can report number of units actually earned, which may be fewer than, but not exceed, maximum authorized here in writing.

Year: [ ] Fall [ ] Inter session [ ] Spring [ ] May Term [ ] Summer Session [ I, II, III ]

Name of Project to appear on Transcript (please print clearly): _______________________________________________________________

Authorization cannot be processed unless all signatures have been obtained.

Advisor: __________________________ Date: __________

Instructor: __________________________ Print: __________________________ Date: __________

Dept. Head: __________________________ Obtain from Undergrad Program Office Date: __________

Dean (if applicable): __________________________ Date: __________

Applicable after the 4th week in Fall & Spring terms

Students wishing to study a subject independently, for credit, must find an instructor to supervise the project. The instructor and the student then agree on the number of credits the student may earn. The student must complete an Independent Study Form, have it signed, and deliver it to the Registrar.

Without special permission, students may not register for or earn toward the degree more than six credits each semester in any one or combination of independent study, special topics, and variable topics courses. To increase this limit, students must consult with their advisor and get the permission of their academic dean.

After obtaining your Instructor's signature, submit completed forms to the Undergraduate Program Office for the Advisor's and Dept. Head's signature and final processing. Forms may be submitted in-person to BOUS, via email to undergradpsych@uconn.edu, or via fax to 860-486-2760. For Fall and Spring terms, completed forms must be received by the end of the 4th week of classes.
PSYC 3880 (Field Experience) Packet
Final Evaluation: Student Version

Evaluations may be returned in any of the following ways:
In-Person: Undergraduate Program Office in BOUS 108
Email: undergradpsych@uconn.edu
Mail: Undergraduate Program Office; Department of Psychological Sciences, U-1020; University of Connecticut; 406 Babbidge Rd; Storrs, CT 06269-1020
Fax: 860-486-2760

Student: ____________________________ Student Admin ID: ____________________________
Email: ____________________________@uconn.edu Term & Year: ____________________________
Organization: ____________________________ Field Supervisor: ____________________________
UConn Psychological Sciences Faculty Sponsor: ____________________________

Briefly describe the setting of your field placement and the activities in which you engaged.

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Please rate your field experience on the following items. Use the scale given.

<table>
<thead>
<tr>
<th>Not At All</th>
<th>A Little</th>
<th>Somewhat</th>
<th>A Lot</th>
<th>Very Much</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

PSYC 3880 gave me the opportunity to...

1. Identify multiple causes and consequences of people’s behaviors and their mental processes. 1 2 3 4 5
2. Use theories to explain and predict people’s behavior and mental processes. 1 2 3 4 5
3. Appreciate individual differences in beliefs and values of others. 1 2 3 4 5
4. Respect the privacy of others. 1 2 3 4 5
5. Maintain professional boundaries with clients. 1 2 3 4 5
6. Use computer programs to write or analyze information. 1 2 3 4 5
7. Search the World Wide Web for relevant research findings and other applicable materials. 1 2 3 4 5
8. Demonstrate writing appropriate to needs and context of the field placement. 1 2 3 4 5
9. Communicate psychological ideas to peers and other professionals. 1 2 3 4 5
10. Speak with and listen to clients. 1 2 3 4 5
11. Speak to an audience or present information in a public forum. 1 2 3 4 5
12. Work with others to complete projects within reasonable time frames. 1 2 3 4 5
13. Apply psychological concepts, theories, and research findings as these relate to everyday life. 1 2 3 4 5
PSYC 3880 (Field Experience) Packet
Final Evaluation: Supervisor Version

Evaluations may be returned in any of the following ways:
In-Person: Undergraduate Program Office in BOUS 108
Email: undergradpsych@uconn.edu
Mail: Undergraduate Program Office; Department of Psychological Sciences, U-1020; University of Connecticut; 406 Babbidge Rd; Storrs, CT 06269-1020
Fax: 860-486-2760

Student: ___________________________
Field Experience Dates: ___________________________ Organization: ___________________________
Field Supervisor: ___________________________ Title: ___________________________

Briefly describe the setting and activities of this student’s placement.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Please rate your student’s performance on the following items. Use the scale given.

<table>
<thead>
<tr>
<th>Unsatisfactory</th>
<th>Poor</th>
<th>Average</th>
<th>Good</th>
<th>Exceptional</th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
</tr>
</tbody>
</table>

My student...

Identified multiple causes and consequences of people’s behaviors and their mental processes. 1 2 3 4 5 N/A
Used theories to explain and predict people’s behavior and mental processes. 1 2 3 4 5 N/A
Appreciated individual differences in beliefs and values of others. 1 2 3 4 5 N/A
Respected the privacy of others. 1 2 3 4 5 N/A
Maintained professional boundaries with clients. 1 2 3 4 5 N/A
Used computer programs to write or analyze information. 1 2 3 4 5 N/A
Searched the World Wide Web for relevant research findings and other applicable materials. 1 2 3 4 5 N/A
Demonstrated writing appropriate to needs and context of the field placement. 1 2 3 4 5 N/A
Communicated psychological ideas to peers and other professionals. 1 2 3 4 5 N/A
Spoke with and listened to clients. 1 2 3 4 5 N/A
Spoke to an audience or presented information in a public forum. 1 2 3 4 5 N/A
Worked with others to complete projects within reasonable time frames. 1 2 3 4 5 N/A
Applied psychological concepts, theories, and research findings as these relate to everyday life. 1 2 3 4 5 N/A
Sought out and utilized appropriate resources. 1 2 3 4 5 N/A
Reported to work as scheduled. 1 2 3 4 5 N/A
Was creative in suggesting alternative solutions to problems. 1 2 3 4 5 N/A
Exhibited a positive and constructive attitude. 1 2 3 4 5 N/A

Overall performance of this student: 1 2 3 4 5

Would you supervise this student again? Yes No Uncertain
Would your organization host this student again? Yes No Uncertain