

INTERNSHIP IN PSYCHOLOGY

COURSE SYLLABUS MENU – CLICK ON A LINK BELOW TO JUMP TO THAT SECTION

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INSTRUCTOR INFORMATION

INSTRUCTOR NAME: Dr. Priya A. Eimerbrink

OFFICE LOCATION: DAL2 225

E-MAIL ADDRESS: priya.eimerbrink@untDallas.edu Please label subject line "Internship" in ALL e-mails

OFFICE HOURS: Virtual Wednesday 11:00 AM – 1:30 PM; Tuesday: 9:00 – 10:00 AM; Thursday 2:30 PM – 3:30 PM; or by Appointment

**Zoom appointments can be scheduled via Calendly*: <https://calendly.com/eimerbrink>*

COURSE INFORMATION

CLASSROOM LOCATION: DAL1 208

CLASS MEETING DAYS: Tuesday/Thursdays 11:30-12:50 (*see schedule*)

COURSE PREREQUISITE: 'C' or better in PSYC1100, Psyc 2310, Psyc 3100, Psyc 3200, Psyc 3210 and departmental consent

REQUIRED TEXT: None

COURSE SCHEDULE

"As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course. Any changes to this schedule will be communicated via Canvas, in-class, and/or E-mail."

- Dr. Eimerbrink



Assignments are due by 11:59 pm of the assigned date and should be submitted via Canvas. Additional readings and activities may be added, these will be noted in the Activities/Assignments sections of the designated weekly folder. Assignments available on Canvas may be completed early but must be completed by the assigned due date.

Week 1

Monday Aug. 25, 2025

- In Canvas, read the following modules: *Course Information*, and *Before Internship*

Tuesday: Aug. 26, 2025

- Class Meeting

Thursday: Aug. 28, 2025

- Class Meeting

Sunday: Aug. 31, 2025

- In Canvas, Experiential Learning Assignment: Paper 1 Due (5 points)
 - In Canvas, Resume/CV Due (5 points)
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Week 2

Tuesday: Sept. 2, 2025

- Class Meeting

Thursday: Sept. 4, 2025

- Class Meeting

Sunday: Sept. 7, 2025

- In Canvas, LinkedIn Profile Due (5 points)
 - In Canvas, Cover Letter Due (5 points)
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Week 3

Tuesday: Sept. 9, 2025

- Class Meeting

Thursday: Sept. 11, 2025

- Finalize Internship paperwork – Zoom appointments as needed

Friday: Sept. 12, 2025

- In Canvas, Internship Agreement Due (5 points)
 - Note: *You are not allowed to start internship hours without first submitting a signed agreement form.*
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Week 4 ***(Internship Begins)***

Monday: Sept. 15, 2025

- Students will begin working at internship site. This week will be "Week 1" at your internship site.
 - Note: *Earning 12 hours per week starting in week 4 through week 14 would ensure earning 125 hours before the end of the semester.*
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Week 5

Monday: Sept. 22, 2025

- In Canvas, Week 1 Journal & Time Log Due (3 points)
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Week 6

Monday: Sept. 29, 2025

- In Canvas, Week 2 Journal & Time Log Due (3 points)
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Week 7

Monday: Oct. 6, 2025

- In Canvas, Week 3 Journal & Time Log Due (3 points)
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Week 8

Monday: Oct. 13, 2025

- In Canvas, Week 4 Journal & Time Log Due (3 points)

Sunday: Oct. 19, 2025

- In Canvas, Mid-Term Self-Evaluation Due (5 points)
 - In Canvas, Mid-Term Evaluation by Site Supervisor Due (5 points)
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Week 9

Monday: Oct. 20, 2025

- In Canvas, Week 5 Journal & Time Log Due (3 points)
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Week 10

Monday: Oct. 27, 2023

- In Canvas, Week 6 Journal & Time Log Due (3 points)
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Week 11

Monday: Nov. 3, 2025

- In Canvas, Week 7 Journal & Time Log Due (3 points)
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Week 12

Monday: Nov. 10, 2025

- In Canvas, Week 8 Journal & Time Log Due (3 points)

Sunday: Nov. 16, 2025

- In Canvas, Experiential Learning Assignment: Paper 2 Due (5 points)
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Week 13

Monday: Nov. 17, 2025

- In Canvas, Week 9 Journal & Time Log Due (3 points)

Sunday: Nov. 23, 2025

- In Canvas, Final Self-Evaluation (5 points)
 - In Canvas, Final Evaluation by Site Supervisor (5 points)
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Week 14

Monday: Nov. 24, 2025

- In Canvas, Week 10 Journal & Time Log Due (3 points)

Sunday: Nov. 30, 2025

- In Canvas, Quality of Student Portfolio Due (5 points)

Week 15

Tuesday: Dec. 2, 2025

- Class Meeting, Presentation of Internship Portfolio, Session I (15 points)

Thursday: Dec. 4, 2025

- Class Meeting, Presentation of Internship Portfolio, Session II (15 points)
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Week 16

Thursday: Dec. 11, 2025 (11:00 AM – 1:00 PM)

- Class Meeting, Presentation of Internship Portfolio, Session III (15 points)
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COURSE DESCRIPTION AND LEARNING OBJECTIVES

COURSE DESCRIPTION: This course will provide experiential, “hands on” learning in an applied context that is relevant to students' career interests. Students will work with the internship instructor to locate an internship opportunity that exists in the community. The student is then responsible for serving the internship site for 125 hours over the course of the semester.

The goal(s) of this course for students are as follows:

1. Give the students the opportunity to network with others in their field of interest, thereby creating the possibility of future job placements, letters of recommendation, etc.,
2. Give the students the experience necessary to determine whether their intended career choice is the best path for them,
3. Allow students to see the applicability and usefulness of their psychology degree, and
4. Be able to integrate their internship experiences with their coursework at UNT-D (via the journal).

LEARNING OBJECTIVES:

1. Students will analyze discrepancies between their career vision and reality. (CRED Level 2 Courses: Experiential Learning Assignment for Goal 2, SLO 2).
2. Students will obtain job search skills and will have an updated resume or curriculum vitae.
3. Students will create meaningful professional knowledge for life after graduation. Students will gain experience within their field of interest.
4. Students will develop higher level critical thinking and writing skills.
5. Students will develop stronger presentation skills.
6. Students will reflect on and integrate their internship experiences with academic, professional, and personal goals (via journal).
7. Students will gain the opportunity to network with others in their field of interest, thereby creating the possibility of future job placements, letters of recommendation, etc.

COURSE EVALUATION METHODS

It will be your responsibility to monitor the progress of your course grade by using the grading outline provided below to track points you've earned for each assignment. If you have concerns regarding your grade, or are having difficulty understanding the course material, it is your responsibility to contact me as soon as possible.

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

GRADE DETERMINATIONS

Internship grades are determined by several factors. First, each student will create both a LinkedIn profile and a portfolio that will allow students to a) build a network of potential internship sites, b) build a resume that will help them secure an internship, and c) document the behavioral activities of their internships. Each student must keep a time log sheet that documents the hours they spend at their internship site. All students will be evaluated during the mid-point of the semester by their site supervisor(s). Additionally, near the end of the semester, the site supervisor will be asked to recommend a grade for the student who completed the internship, based on their observation of the student's performance. Students will submit their portfolios that document their experiences during the internship. The portfolio will also determine the grade that is ultimately assigned by the internship instructor. Portfolios of extraordinary quality may allow for final grades higher than those recommended by the site supervisor, and mediocre or low-quality portfolios may result in poorer grades than those suggested by the site supervisor.

INTERNSHIP PORTFOLIO

The internship portfolio should document, week-by-week, the student's experiences at his or her internship site, and should also reflect on how these experiences relate to the field of psychology and the student's own academic experiences in the major. Weekly entries do not necessarily need to be tremendously long, but they should be sufficiently lengthy to communicate the duties performed by the student, and to comment on how these experiences have affected the student's understanding of human thought, feeling, and behavior. Completed portfolios must be submitted to the course instructor no later than **November 30th** to receive credit, otherwise a grade of F will be issued. Finally, students will present the content of their internship portfolios to their fellow UNTD interns enrolled in the internship course during our assigned class time. Presentations should be approximately 10-12 minutes in length.

FINAL PRESENTATION

Final Presentation: Students will be expected to present their final portfolio on the assigned date. A short presentation (approximately 10-15 minutes) with powerpoint (or similar) slides should be prepared. All powerpoint slides/presentation materials must be submitted via Canvas by **December 1st**. Presenters should briefly summarize the key aspects of their internship experience. Students are encouraged to discuss connections to their own lives and/or to the field of Psychology in general. Presentation rubrics will be posted on Canvas. Presenters will be evaluated by peers utilizing the provided grading rubric.

GRADED ASSIGNMENTS

1. Experiential Learning Assignment: Paper 1 (5 points)
2. Resume/CV (5 points)
3. Internship Agreement (5 points)
4. Cover Letter (5 points)
5. Weekly Journal (10 total x 1.5 points each = 15 points)
6. Time Log Sheet (10 total x 1.5 points each = 15 points)
7. Mid-Term Evaluation by Site Supervisor (5 points)
8. Mid-Term Self-Evaluation (5 points)
9. Development of LinkedIn Profile (5 points)
10. Final Internship Evaluation by Site Supervisor (5 points)
11. Final Self-Evaluation (5 points)
12. Quality of Student Portfolio (5 points)
13. Presentation of Internship Portfolio (15 points)
14. Experiential Learning Assignment: Paper 2 (5 points)

- **Total Course Points: 100**

GRADING MATRIX

A = 90% and above (A = 90 - 100 points)
B = 80 to 89.99% (B = 80 - 89 points)
C = 70 to 79.99% (C = 70 - 79 points)
D = 60 to 69.99% (D = 60 - 69 points)
F = 59.99% or below (F = 0 - 59 points)

You will not be graded on a curve. Grades are assigned based on individual performance based on **points earned**. ***I make it a policy not to "bump" any final grade up to the next higher grade.*** Please do not ask me to do otherwise, this includes asking for "extra credit."

CLASSROOM POLICIES

Internships through the Psychology major are intended to help UNT Dallas students to achieve valuable training and work experiences, discover protentional industry and non-profit employment opportunities, as well as explore future career opportunities that may require additional graduate training.

The internship possibilities available to psychology students are vast. Because psychology is described as the "scientific study of thought, feeling, and behavior," interns with a psychology background can successfully fill many roles and make great contributions to many agencies and to the people these agencies serve. For example, psychology interns may work closely with agencies treating people experiencing various types of psychological difficulties, developmental disabilities, and life trauma. Others may work with children from families in poverty, the homeless, and university students. Newer opportunities may connect interns with organizations that conduct clinical trials, data analysis, improve employee productivity or preform bench research. In short, there are numerous internship possibilities for psychology students.

Students interested in particular internships may often pursue these opportunities after discussing them with the internship professor. Initially, the professor and the student will discuss the student's interests. Next, the student will contact the relevant person at the agency or agencies that the student is interested in working with. Typically, the contact person at the agency will meet with the student to discuss internship possibilities. If the student and the contact person at the agency agree to an internship for the student, the student, internship professor, and site supervisor (the person who will be supervising the intern at the relevant agency) will sign a form that establishes where the student will be completing the internship, including the number of internship hours (i.e., 125).

The hour requirements for internships are as follows: **a student must complete 125 hours** of work at an internship site for a three-credit internship. These hours are non-negotiable! The student and the site supervisor are responsible for developing a schedule that will help the student meet the hour requirement.

ASSIGNMENT INFORMATION AND RUBRICS

Course material will be available via Canvas. You are responsible for downloading material if you want it. If you do not own a computer, there are computers available for you to use on campus (e.g., main computer lab).

E-MAIL COMMUNICATION

When communicating with instructors and other professionals, you are expected to communicate in a professional and formal manner. This includes addressing your audience using their proper title, using proper grammar, and using proper spelling. Indeed, how you deliver your message is often as important as the message itself. Thus, I expect you to communicate professionally when e-mailing me (and to use your grammar and spell-check functions before you send me an e-mail).

I really like when students read the syllabus. If you have read this far, congratulations. Using the format below (i.e., using an appropriate salutation, labeling your e-mail with the course you are in, using your UNTD e-mail address, etc.), please email me a picture or meme of a future career you would like to have by September 4th and receive two extra credit points added to your final point total. Please do not tell any current classmates or possible future students about this, let them discover it on their own. This ensures it remains a reward for those who diligently read through the syllabus.

Students are also required to use their UNT-Dallas e-mail account in this class. The University of North Texas at Dallas has adopted the University email address as an official means of communication with students. I will not send e-mails to alternate accounts. Students are responsible for checking their e-mail regularly.

Important information will be sent via Canvas. With this in mind, you should either routinely log into Canvas or forward your Canvas messages to your e-mails. I will not answer e-mails sent via Canvas. Please send all e-mails to my faculty e-mail address priya.eimerbrink@untDallas.edu.

Example of e-mail expected

Subject: Internship – Request to schedule a meeting

To: priya.eimerbrink@untDallas.edu

From: bob.smith@untDallas.edu

Dr. Eimerbrink,

I am having some trouble with the course material. Could I please schedule a time to meet with you to discuss my current study habits and strategies I might consider using while studying for the test?

Regards,

Bob

STUDENT EVALUATION OF TEACHING EFFECTIVENESS POLICY

The Student Evaluation of Teaching Effectiveness (SETE) is a requirement for all organized classes at UNT. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider the SETE to be an important part of your participation in this class.

ONLINE/IN PERSON ETIQUETTE

In any social interaction, certain rules of etiquette are expected and contribute to more enjoyable and productive communication. In person communication, Emails, Discussion Board messages and/or any other forms of written or spoken communication should use proper etiquette (i.e., no writing in all caps (usually denotes yelling), no curse words, and no “flaming” messages (angry, personal attacks).

Racial, ethnic, or gender slurs will not be tolerated, nor will pornography of any kind.

Any violation of etiquette may result in a loss of points or removal from the course and referral to the Dean of Students, including warnings and other sanctions in accordance with the University's policies and procedures. Refer to the Student Code of Student Rights Responsibilities and Conduct at <http://www.untDallas.edu/osa/policies>. Respect is a given principle in all course communication. Therefore, please be sure to proofread and think about all your written and spoken communication prior to them occurring.

DIVERSITY/TOLERANCE POLICY

Students are encouraged to contribute their perspectives and insights to class discussions in the online environment. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Dean of Students as the instructor deems appropriate.

UNAUTHORIZED DISTRIBUTION POLICY

All PowerPoint material, assignments, and supplemental classroom information constitute as my intellectual property and as such, should not be distributed or used without my consent.

MISSED PRESENTATION

Missing your assigned presentation slot without an approved, documented excuse (submitted electronically via email within 1 days of the missed date) will result in a score of zero. Requests for make-up presentations will be approved only with a university approved excuse and documentation. Examples include documented funeral attendance, religious holidays, and illness (see student handbook). A note from a friend or family member does not constitute appropriate documentation. Flat tires, car troubles, etc. are not valid excuses. Students making up a missed presentation will be required to instead write a 1,500 word description of their portfolio and main presentation points. The qualifying student will be given 3 calendar days following the missed date to submit their written response. Beyond the 3-day period, except under extreme circumstances, no late assignments will be allowed and a zero will be assigned. All papers will be analyzed using Turnitin via Canvas. Plagiarism (> 40% match; or as determined by instructor) will result in a zero for the assignment.

MAKE-UP ASSIGNMENTS

No make-up activities are allowed without proper documentation (e.g., doctor's note, automobile accident report, funeral announcement, etc.). Additionally, make-ups will not be allowed until your documentation has been verified, which means that documentation must provide a contact name and number. Exceptions will be made for legitimate emergencies at the instructor's discretion (e.g., illness, death in the family), but only if students contact the instructor within 1 calendar day following the missed assignment. Computer problems, like crashes or lost/corrupted files, are not acceptable emergencies. Be sure to make back-up files of your work. Legitimate make-up work will only be allowed within one week of the missed assignment. If arrangements are not made in a timely manner, I will need documentation (e.g., hospital notice, etc.) explaining the delay. Otherwise, make-ups will not be allowed beyond one week.

UNIVERSITY POLICIES AND PROCEDURES

Below are specific university policies and procedures

STUDENTS WITH DISABILITIES (ADA COMPLIANCE)

Chapter 7(7.004) Disability Accommodations for Students

The University of North Texas at Dallas makes reasonable academic accommodation for students with disabilities. Students seeking accommodations must first register with the Disability Services Office (DSO) to verify their eligibility. If a disability is verified, the DSO will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time; however, DSO notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet/communicate with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Disability Services Office website at <http://www.untDallas.edu/disability>. You may also contact them by phone at 972-338-1777; by email at UNTDdisability@untDallas.edu or find them on the first floor of the new Student Center Building.

CANVAS LEARNING ACCESSIBILITY STATEMENT

University of North Texas at Dallas is committed to ensuring its online and hybrid courses are usable by all students and faculty including those with disabilities. If you encounter any difficulties with technologies, please contact our ITSS Department. To better assist them, you would want to have the operating system, web browser and information on any assistive technology being used. Canvas course management system's accessibility statement is also provided: <https://www.instructure.com/canvas/accessibility>

NOTE: Additional instructional technology tools, such as Turnitin, Respondus, Panopto, and publisher cartridge content (i.e. MyLab, Pearson, etc.) may NOT be fully ADA compliant. Please contact our Disability Office should you require additional assistance utilizing any of these tools.

ATTENDANCE AND PARTICIPATION

The University attendance policy is in effect for this course. Class attendance in the classroom and participation is expected because the class is designed as a shared learning experience, and because essential information not in the textbook will be discussed during our class sessions. Attendance and participation in class is essential to the integration of course material and your ability to demonstrate proficiency.

Attendance/participation for this course is considered when you are present in class. To maintain financial aid award eligibility, attendance must occur before the census date of the session or term of the course. Refer to <http://www.untDallas.edu/registrar> for specific dates. If you are absent/not active in the course, it is YOUR responsibility to let the instructor know immediately, upon your return, the reason for your absence if it is to be excused. All instructors must follow university policy 7.005 covering excused absences; however, it is the instructor's discretion, as outlined in the course syllabus, of how unexcused absences may or may not count against successful completion of the course

INCLEMENT WEATHER AND CLASSES

In person classes may be affected by campus closures due to inclement weather. Unless otherwise notified by your instructor via e-mail, online messaging, or online announcement, students should assume that assignments are due as scheduled.

TECHNOLOGY REQUIREMENTS

In order to successfully access the materials in an online or hybrid course, UNT Dallas advises that your computer be equipped with the minimum system requirements.

Canvas Learn 9.1 is the platform software for this course. Canvas Learn supports major web browsers such as Windows Internet Explorer, Apple Safari, Mozilla Firefox, and Google Chrome. However, since the latter two are updated continually, some recent versions may not be compatible. If you experience difficulty accessing or using components of the course, try using Internet Explorer. Also, no matter what browser you use, always enable pop-ups. For more information see:

- <http://www.untDallas.edu/dlit/ecampus/requirements>
- [https://help.Canvas.com/en-us/Learn/9.1 SP 12 and SP 13/Student/040 Browser Support for SP 13](https://help.Canvas.com/en-us/Learn/9.1_SP_12_and_SP_13/Student/040_Browser_Support_for_SP_13)
- https://learn.unt.edu/bbcswebdav/institution/BrowserCheck/check_full.html