



Undergraduate Course Syllabus

PSY 291: Experiential Learning Practicum

Center: Online

Course Prerequisites

Must be enrolled in Psychology or Sociology program; CE: PSY 108; UC: PSY 108 or PSY 108H

Course Description

This course is an entry-level, experience-based course that focuses on community psychology, career opportunities, and academic direction. Through a minimum of 60 volunteer hours to be completed during the term and 8-10 hours of coursework per week, students deepen their understanding of mental health and community-based human services. Application for placement must be completed before the end of the previous semester/term.

Course Outcomes

- Apply basic psychological concepts and theories in engaging with clients within professional settings
- Analyze best practices for helping professions processes and supports that are necessary to providing effective service plans for clients
- Identify distinctions between basic psychological theoretical concepts and real-world practices for their significance within helping professions professional settings
- Analyze the reciprocal relationship between client service plans and the client, client family, and client community
- Illustrate appropriate techniques for creating and maintaining healthy, ethical relationships with clients, colleagues, and supervisors by establishing boundaries and building mutual respect
- Assess one's own strengths and weaknesses in order to select suitable career paths within helping professions that further professional goals

Required Materials

None

Instructor Availability and Response Time

Your class interaction with the instructor and your classmates will take place on a regular, ongoing basis. Your instructor will be actively engaged within the course throughout the week. You will normally communicate with your instructor in the weekly discussions or the General Questions discussion topic so that your questions and the instructor's answers benefit the entire class. You should feel free, however, to communicate with your instructor via SNHU email at any time, particularly when you want to discuss something of a personal or sensitive nature. Your instructor will generally provide a response within 24 hours.

Grade Distribution

Assignment Category	Number of Graded Items	Point Value per Item	Total Points
Journals	7	10	70
Discussions (Modules One and Six)	2	35	70
Discussion (Module Eight)	1	60	60
Short Papers	2	40	80
Internship Evaluation Form	1	100	100
Final Project			
Milestones	4	80	320
Final Submission	1	300	300
		Total Course Points:	1,000

This course may also contain practice activities. The purpose of these non-graded activities is to assist you in mastering the learning outcomes in the graded activity items listed above.

University Grading System: Undergraduate

<i>Total Points: 1,000</i>				
<u>Grade</u>	<u>Numerical Equivalent</u>	<u>Points</u>	<u>Points Equivalent</u>	
			<i>Lower</i>	<i>Upper</i>
A	93-100	4	930	1000
A-	90-92	3.67	900	929
B+	87-89	3.33	870	899
B	83-86	3	830	869
B-	80-82	2.67	800	829
C+	77-79	2.33	770	799
C	73-76	2	730	769
C-	70-72	1.67	700	729
D+	67-69	1.33	670	699
D	60-66	1	600	669
F	0-59	0	0	599
I	Incomplete			
IF	Incomplete/Failure*			
IP	In Progress (past end of term)			
W	Withdrawn			

* Please refer to the [policy page](#) for information on the incomplete grade process.

**For internships, students will be enrolled in a credit-bearing section in their first term. At that end of that term, the instructor will input a final grade of "IP" if the student is passing, or "F" if the student is failing. If the grade is "IP", the instructor will include the expiration date that will be set for 2 weeks from the end of the internship contract date; this will allow for submission of the final project as well as instructor grading. The student will then be enrolled in a 0-credit section for each subsequent term until the internship is completed. In each

succeeding term, including the final term, the instructor will continue with the “IP”/“F” grading. After the last term ends, and prior to the expiration date, the instructor will submit a grade change form to the Office of the University Registrar (OUR) with the final alpha grade. The OUR will then change all IP grades for all sections of the internship to that final alpha grade.

Grading Guides

Specific activity directions, grading guides, posting requirements, and additional deadlines can be found in the Assignment Guidelines and Rubrics section of the course.

Weekly Assignment Schedule

All reading and assignment information can be found within each module of the course. Assignments and discussion posts during the first week of each term are due by 11:59 p.m. Eastern Time. Assignments and discussion posts for the remainder of the term are due by 11:59 p.m. of the student’s local time zone.

In addition to the textbook readings that are listed, there may be additional required resources within each module.

Module	Topics and Assignments
1	Entering the Field 1-1 Discussion: Initial Site Experiences 1-2 Final Project Milestone One: Professional Setting Placement 1-3 Journal: Weekly Update Timesheet initialed by Supervisor
2	Values and Ethics 2-1 Short Paper: Site Values and Ethics 2-2 Journal: Weekly Update Timesheet initialed by Supervisor [Instructor] Check-In with Supervisor (record in Workplace Contact Log)
3	Theory and Practice 3-1 Journal: Weekly Update 3-2 Final Project Milestone Two: Intersection of Theory and Practice Timesheet initialed by Supervisor
4	Professional Demeanor 4-1 Short Paper: Maintaining a Professional Composure 4-2 Journal: Weekly Update Timesheet initialed by Supervisor [Instructor] Check-In with Supervisor (record in Workplace Contact Log)
5	Relationships 5-1 Journal: Weekly Update 5-2 Final Project Milestone Three: Relationships 5-3 Presentation: Begin Work Timesheet initialed by Supervisor

6	Boundaries 6-1 Discussion: Boundaries 6-2 Journal: Weekly Update 6-3 Final Project Milestone Four: Future Direction Timesheet initialed by Supervisor [Instructor] Experiential Learning Employer form provided to Supervisor (due week 7) [Instructor] Check-In with Supervisor (record in Workplace Contact Log)
7	Reflections 7-1 Journal: Weekly Update 7-2 Final Project Submission: Reflective Essay Timesheet initialed by Supervisor [Instructor] Experiential Learning Employer form provided to Supervisor (due week 7) [Instructor] Check in with Supervisor (record in Workplace Contact Log)
8	Career Aspirations 8-1 Discussion: Presentation and Reflection Timesheet initialed by Supervisor [Instructor] Timesheet completed by Supervisor & returned [Instructor] Submit completed Timesheet to Brightspace [Instructor] Check-In with Supervisor (record in Workplace Contact Log) [Instructor] Submit completed Contact Log to Brightspace

Attendance Policy

Online students are required to submit a graded assignment/discussion during the first week of class. If a student does not submit a posting to the graded assignment/discussion during the first week of class, the student is automatically withdrawn from the course for non-participation. Review the [full attendance policy](#).

Late Assignments Policy

Meeting assigned due dates is critical for demonstrating progress and ensuring appropriate time for instructor feedback on assignments. Students are expected to submit their assignments on or before the due date. Review the [full late assignment policy](#).

SNHU College of Online and Continuing Education Student Handbook

Review the [student handbook](#).

ADA/504 Compliance Statement

Southern New Hampshire University is dedicated to providing equal access to individuals with disabilities, including intellectual disabilities, in accordance with Section 504 of the Rehabilitation Act of 1973, Title III of the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act of 2008. The university prohibits unlawful discrimination on the basis of disability and takes action to prevent such discrimination by providing reasonable accommodations to eligible individuals with disabilities.

As soon as you become aware of a disability, we encourage you to contact the Online Accessibility Center (OAC) to discuss accommodations for which you may be qualified. Reasonable accommodations are established through an

interactive process between the student and the OAC. Note that accommodations are not retroactive and that disability accommodations are not provided until an accommodation letter has been processed.

Contact Information:

Online Accessibility Center

Phone: 866-305-9430

Email: oac@snhu.edu

For questions concerning support services, documentation guidelines, or general disability issues, visit the [Online Accessibility Center](#) website.

If you feel you have been denied appropriate disability-related accommodations, including appropriate auxiliary aids and services, you may file a grievance as described in the ADA/504 Grievance Policy found on the [Disability Services](#) webpage.

Academic Honesty Policy

Southern New Hampshire University requires all students to adhere to high standards of integrity in their academic work. Activities such as plagiarism and cheating are not condoned by the university. Review the [full academic honesty policy](#).

Copyright Policy

Southern New Hampshire University abides by the provisions of United States Copyright Act (Title 17 of the United States Code). Any person who infringes the copyright law is liable. Review the [full copyright policy](#).

SNHU College of Online and Continuing Education Withdrawal Policy

Review the [full withdrawal policy](#).

Southern New Hampshire University Policies

More information about SNHU policies can be found on the [policy page](#).

Student Work Samples

For the purpose of continuous improvement of our educational training, Southern New Hampshire University's College of Online and Continuing Education may, on occasion, utilize anonymous student work samples for internal professional development and staff training. If you have any questions or concerns, contact your advisor. If you would like to withdraw permission for use of your work, please email assessmentcalibration@snhu.edu.