

Cooperative Education PSYCH 3179:16  
Course Syllabus, Fall 2022

Professor: Carolyn Hildebrandt, Ph.D.  
Time: (TBA, per individual student)  
Office: 1077 Bartlett Hall  
Office Hours: MWF 12:00-12:50 or by appointment  
Phone: 319-273-7179  
Email: [Carolyn.Hildebrandt@uni.edu](mailto:Carolyn.Hildebrandt@uni.edu)

**Purpose:** The purpose of this course is to gain practical experience through working in a school, hospital, business, or non-profit organization where your knowledge of psychology can be applied. Prerequisites: PSYCH 1001 and permission from the instructor. Additional coursework in psychology is recommended.

**Objectives:** At the end of the course you will be able to:

- explain the mission of the organization where you worked
- identify the people who work at the organization and what they do
- describe the kinds of people that the organization serves
- describe what you did during your internship and what you learned in the process
- discuss how you applied your knowledge of psychology to your work and how your work enhanced your knowledge of psychology
- explain how this experience will help you in the future (e.g., graduate school, career)
- give advice to future psychology interns working in this position

**Course Requirements:**

**Work:** You are required to do 50 hours of volunteer or paid work at your internship site per course credit. Your field supervisor is the person you will report to at the organization where you work. He/she will determine your duties and work schedule. Your academic supervisor is Dr. Hildebrandt. She will help you apply your knowledge of psychology to your internship, reflect on what you are learning there, and supervise the writing of your term paper (required) and poster (if you choose to do one).

**Discussions:** You are required to check in with Dr. Hildebrandt at least five times during the semester to report on how your internship is going and to discuss your term paper and poster. You may do this face-to-face, by telephone, or via Zoom. Please set up your discussions with her in advance so that you can put them on your calendar. Your completed calendar of discussion dates/times is worth an automatic 10 points. Each discussion is also worth an automatic 10 points. There will be a final small group discussion with other internship students at the end of the semester worth 10 points (dates TBA).

**Term Paper:** You are required to write a term paper. The first draft of the paper is worth 50 points. The final draft of the paper is worth 100 points. Guidelines for the term paper and a grading rubric will be posted on eLearning

**Poster:** In the Spring 2023 semester you will have the opportunity to present a poster on your internship at the Inspire Student Research and Engagement Conference at UNI: <https://csbs.uni.edu/inspire>. I will help you with the process of creating your poster, submitting it to the conference, and presenting it.

**Field Supervisor's Evaluation:** Career Services will send a form to your field supervisor. Your field supervisor will fill out the evaluation and send it back to Career Services at the end of the semester and a copy will be forwarded to Dr. Hildebrandt. Your field supervisor is encouraged to discuss the evaluation with you before returning it. This evaluation is worth 100 points.

**Grading and Deadlines:**

	Points	Due
Discussion Dates/Times	10	First week you are enrolled in this class
Discussion 1	10	TBA
Discussion 2	10	TBA
Discussion 3	10	TBA
Discussion 4	10	TBA
Discussion 5	10	TBA
Small group meeting	10	TBA
Term paper, first draft	50	11- 18
Term paper, final draft	100	12-9
Internship supervisor's assessment	100	Finals week
<b>Total</b>	<b>320</b>	

**A = 93-100%, A- = 90-92%, B+ = 87-89%, B = 83-86%, B- = 80-82%, etc.**

**Equal Opportunity and Non-Discrimination:** The University of Northern Iowa does not discriminate in employment or education. Visit 13.03 Equal Opportunity & Non-Discrimination Statement (<https://policies.uni.edu/1303>) for additional information.

**Diversity and Inclusion:** It is my intent that students from all diverse backgrounds and perspectives be well served by this course, that students' learning needs be addressed both in and out of class, and that the diversity that students bring to this class be viewed as a resource, strength and benefit. It is my intent to present materials and activities that are respectful of diversity: gender, sexuality, disability, age, socioeconomic status, ethnicity, race, and culture. Your suggestions are encouraged and appreciated. Please let me know ways to improve the effectiveness of the course for you personally or for other students or student groups. In addition, if any of our class meetings conflict with your religious events, please let me know so that we can make arrangements for you.

**Student Accessibility Services:** The University of Northern Iowa (UNI) complies with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), Section 504 of the Rehabilitation Act of 1973, the Fair Housing Act, and other applicable federal and state laws and regulations that prohibit discrimination on the basis of disability. To request accommodations please contact Student Accessibility Services (SAS), located at ITTC 007, for more information either at (319) 273-2677 or Email [accessibilityservices@uni.edu](mailto:accessibilityservices@uni.edu). Visit Student Accessibility Services (<https://sas.uni.edu/>) for additional information.

**Students with Special Needs:** If you have a documented disability that requires assistance, you will need to visit Student Disability Services (SDS) for coordination of your academic accommodations. SDS is located in the Student Health Center, Room 103, 273-2677, <http://www.uni.edu/sds>. In addition, you should discuss your needs with me within the first week of class.

**The Learning Center:** All students are encouraged to use The Learning Center @ Rod Library for assistance with writing, math, science, and college reading and learning strategies. For more information, go to <https://tlc.uni.edu/tutoring>, email [TheLearningCenter@uni.edu](mailto:TheLearningCenter@uni.edu), call 319-273-6023, or visit the TLC desk located on the main floor of Rod Library. If you are unable to come in during normal tutoring hours, online tutoring is available through Smarthinking. You will need your CATID and passphrase to gain access. To access the Smarthinking platform go to <https://tlc.uni.edu/schedule>.

**Rod Library:** Rod Library is here to help, so take advantage of their services. Need help finding resources for a research paper? Need to find some information and can't figure out where to look? Contact the Rod Library! You can stop by, chat, email, text or call the library all hours the library is open. [www.library.uni.edu/research/ask-us](http://www.library.uni.edu/research/ask-us)

**Counseling Center:** UNI's Counseling Center is free, confidential, convenient, and effective. It is the mission of the University of Northern Iowa Counseling Center to promote the personal development and psychological well-being of all students and to encourage a college environment that is conducive to growth and learning. We strive to provide ethical, high quality psychological and counseling services to UNI students and consultation services to UNI faculty and staff. To make an appointment, call 273-2676 (8:00-5:00 M-F). For urgent situations outside of office hours, call the Counseling Center at 273-2676 and press 2 to speak to a crisis counselor. Call 911 in case of immediate danger.

**Academic Ethics and Integrity:** Students must observe the Academics Ethics Policies (<http://www.uni.edu/policies/301>). Instances of cheating and plagiarism will be dealt with on an individual basis, but understand that cheating and/or plagiarism are unacceptable and may result in an "F" for the course.

**Online Component:** The online component can be assessed through the following website: <http://elearning.uni.edu/>. Students are advised to check the website and their email for communication regularly. Any changes to the course syllabus or schedule will be announced through eLearning. Assignments are due as specified in the course schedule and on the course Blackboard page in eLearning. Students are responsible for learning how to use Blackboard for on-time submission of assignments. Blackboard tutorials are available at <http://www.uni.edu/continuinged/support/tutorials/index.shtml#elearning>.

**Communication:** If you have questions about the course content or how the course is conducted, you may contact Dr. Hildebrandt at [Carolyn.Hildebrandt@uni.edu](mailto:Carolyn.Hildebrandt@uni.edu) or at 319-273-7179. She will be available each weekday to respond to student questions and concerns. If you send an email or leave a phone message, she will answer/acknowledge it within 24 hours on weekdays and 48 hours on weekends.

**Technology Requirements:** For this course you will need: Internet access/connection (preferably high-speed), Email, and a word processor with Microsoft Word.

**Technical Support:** If you have technical problems with your computer, email, or eLearning, please do not contact the professors. Please contact [IT Service Desk](https://it.uni.edu/service-desk) (<https://it.uni.edu/service-desk>) by calling [319-273-5555](tel:319-273-5555) or by submitting an incident report at <https://servicehub.uni.edu/>