

DEPARTMENT OF PSYCHOLOGY
COURSE PROPOSAL GUIDELINES
PSYCH 404: Field Practicum
PSYCH 405: Field Practicum in a University Setting

DESCRIPTION: Students may make arrangements to work in an agency where psychological principles may be observed and utilized. This is often an internship or volunteer opportunity. Students must arrange the placement and contact a faculty member with interests in that area to be an advisor. The faculty advisor and the student develop an academic component (e.g. paper, reading list, etc.) that will pertain to the student's placement and will have regular contact to monitor progress.

[LSA STUDENT INTERNSHIPS](#)

APPROVAL STEPS:

- 1. Student arranges internship then discusses credit, hours, and expectations with their Psych Faculty member**
- 2. Create a proposal (1-2 pages), including:**
 - a. Student's previous relevant experience.
 - b. Describe the experience and its purpose.
 - c. Explain the student's role.
 - d. Describe the academic component (paper, journal writings, presentation, etc.)
 - e. Summarize the timeline for the project and include deadlines.
 - f. Note how often, when and where the student will meet with the faculty member.
- 3. Submit the proposal to the Psychology Student Academic Affairs Chair and the Committee for Student Academic Affairs for approval via the [Independent Study Application](#).**

Note: Once the proposal has been reviewed, approval or request for revisions will be emailed to the student and faculty member. If any comments or suggestions are made by the Chair and/or Committee, they will be communicated to the student.

- 4. Register for the course (the Psych SAA will process a permission once the proposal has been accepted).**

DEADLINES: All proposals must be submitted to the SAA at least one week prior to the regular add/drop deadline (this deadline is the first add/drop deadline and usually occurs within three weeks of the first day of classes).

GRADE: This course is graded credit/no credit. Credit will not be posted until the student has submitted a copy of the final project to the SAA Office via email. *This copy should be turned in no later than the last day of scheduled classes.*

NOTES: We request that students check with a Psychology Advisor to determine if/how these courses will count for their major plan. These courses may be repeated for a total of 8 credits, but only one section of this course may be taken within a single term.
