



Syllabus

Internship I PSYC 6203
Spring 2025

Contact Information

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Class Meets: W 8:00-9:50am Location: OD 110
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Goals:

1. Increase professional service through:
 - a. the implementation of psychological services under the supervision of licensed professionals.
 - b. seeking peer consultations in group supervision.
 - c. providing peer consultations in group supervision.
 - d. applying ethical decision-making, theoretically grounded treatment goals, and assessing the appropriateness of diagnosis to individuals seeking psychological treatment.
 - e. expanding client conceptualization through Chalkboard Case Conceptualization.

2. Increase professional development through:
 - a. preparation of an extensive case write-up.
 - b. becoming acquainted with secretarial duties associated with managing paperwork.
 - c. attending various meetings.

Texts: American Psychiatric Association. (2013) *Diagnostic and statistical manual of mental disorders* (5th ed.). Washington, DC: Author.

Publication Manual of the American Psychological Association (7th Ed.). (2020). Washington D. C.: American Psychological Association.

Prerequisites

1. Completed all hours for Clinical Internship PSYC 6152.
2. Students must have purchased Professional Liability Insurance from American Professional Agency, INC. You can apply for and pay for the insurance online at [American Professional Agency \(http://www.americanprofessional.com/profession-page/student/\)](http://www.americanprofessional.com/profession-page/student/). Please choose 1 million/3 million as the insurance limits. The cost for the insurance is \$35. Please email a copy of your insurance certificate to the Director of Clinical Training. Students will need to renew their insurance annually as long as they are providing clinical services as a student.
 - a. If your insurance expired prior to the end of the semester, you must still renew it. Even if only for a few weeks.
3. Students are co-enrolled in PSYC 5200 Foundations of Research Methods which will be completed independently through D2L online. Please see that syllabus for details.

Course Requirements

1. Students will provide 15-20 hours of internship related services per week throughout the entire semester. Students will obtain a minimum of 225 service hours over the course of the semester. Ideally students will amass additional hours.
 - a. **Direct contact hours:** Students will obtain a minimum 95 hours of direct client contact. Direct contact hours include:
 - i. Individual, couple, family, or group psychological services
 - ii. Psychological assessment involving client contact
 - b. **Indirect professional service hours:** Students will obtain a minimum of 130 hours of indirect professional service hours. Professional service hours include:
 - i. Individual and group supervision
 - ii. Scoring and report writing for psychological assessment
 - iii. Office duties
 - iv. Shadowing a fellow clinician
 - v. Professional consultation and educational workshops which are clinical in nature
 - c. **Tracking Hours:** Hours should be logged in the internship hours tracking spreadsheet found on each student's assigned thumb drive. This first page (showing cumulative hours) should

be printed, signed by the individual supervisor and internship course instructor, and submitted to the director of clinical training at the semester midterm and at the end of the semester. At the end of the semester, the spread sheet with all hours is to be electronically submitted to the director of training.

2. Evaluation of internship students: Individual supervisors will evaluate the student at semester midterm and at the end of the semester. Students are responsible for providing the supervisor with the Internship Student Evaluation Form, which can be found on the thumb drive. These forms should be submitted to the director of clinical training. Students will receive an incomplete for the course if these evaluations are not submitted by the end of the semester.

3. Group Supervision: All students will come to group supervision prepared to discuss their cases. Attendance is mandatory and absences must be cleared with the instructor or a reduction in grade will occur.

a. The clinician is responsible for providing the following information. The Chalkboard Case Conceptualization should include:

- i. client's presenting issue(s), thoughts and behaviors; medical/medication/substances; developmental levels (e.g., Erikson, Family Life Cycle, Prochaska & Norcross); support systems; family dynamics; strengths; cultural-diversity-contextual (see last page); career-vocational; metaphors; and layers of emotions.
- ii. Use RESPECTFUL/ADDRESSING for multicultural awareness (see end of syllabus).

Clinician's corner:

- i. treatment issues/goals; theoretical conceptualization from two different theories; and available psychological assessment data
- ii. clinician's questions or concerns

b. Participants are responsible for:

- i. asking questions that clarify missing information and deepen the understanding of the client.
- ii. providing ethical and theoretically based interpretations and recommendations.

4. Individual Supervision: Each student clinician will meet at least one hour weekly individually with a supervisor. Attendance is mandatory and absences must be cleared with the instructor or a reduction in grade will occur. Clinical students need to bring find out from their on-site supervisor what is expected for individual supervision.

5. Case conceptualization Papers: (100 points) Every student shall prepare an extensive case conceptualization paper on one client (single spaced). Internship students should choose a different case and theory for midterm and final papers-do not reuse cases from previous semesters. The report shall contain the following areas:

- A. client's presenting issue(s), thoughts, and behaviors; medical/medication/substances; developmental levels; support systems; strengths; cultural-diversity-contextual; career-vocational; metaphors (optional); and layers of emotions.
- B. treatment issues/goals; theoretical conceptualization from one theory (background of theory and application to client; **cite sources**-minimum 3); and available psychological assessment data.

**the case must have been presented in group supervision.
Please include the date of the class presentation on the first page.*

Rewrites: An initial grade will be given. Should a paper need a re-write, the student will be given the option of: (a) accept the current grade, or (b) re-write the paper. The second draft will receive a letter grade – ½ a grade level. Should a second re-write be needed, the student may: (a) accept the current grade, or (b) re-re-write the paper. The third draft will receive a letter grade –1 grade level, etc.

Due: Wednesday, March 5th (midterm) and Wednesday, April 30th (final).

Grades: No student can earn a higher grade than the evaluation of their clinical work (200 points); thus, a student may academically earn an "A," but clinical concerns by any supervisor may reduce that grade to a "B" or non-passing grade (i.e., C, F). In order for a student's grade to be lowered by a supervisor, the student will have: (a) received timely and appropriate feedback, and (b) the supervisor shall consult with the internship instructor, director of training, and may consult with other clinical faculty.

Grades: 400-360 = A; 359-320 = B; 319-280 = C; 279 and lower = F

The student must have turned in a midterm and final evaluation signed by the individual supervisor and meet the minimum hours (signed by the individual supervisor). Incompletes will be given to students who fail to earn the minimum hours (not uncommon in the summer).

Attendance: Attendance is required. Since we only meet once a week, a student is allowed **1** absence without penalty. The **2nd** absence results in 1 grade drop, the **3rd** absence results in a grade of 'F.' Being tardy three times will count as an absence. Afterwards, every additional tardy counts as an absence.

Electronic Contact: If an emergency occurs, ALWAYS contact me day or night. If I am unavailable, contact your individual supervisor or Dr. Guthrie (Director of Training). When dealing with a client concern: (a) call your individual supervisor first, (b) call the practicum instructor second (my cell phone is listed above), (c) contact the Director of Training third, or (d) contact any available licensed faculty.

Cell Phones and Pagers: Cell phone use (including watches that Bluetooth to one's phone) is prohibited during class. Phones are to be turned off (this includes no vibration mode) and put away. Exceptions include expecting a communication from one's practicum site (not part-time work), an emergency (e.g., family member is in the hospital), or being asked to Google class-related material. All exceptions must be shared with me prior to using one's phone, and I reserve the right to say no. If cell phone use occurs in class, I reserve the right to view said activity to verify it meets the exception criteria. Violation of this policy will result in a verbal warning and reduction in grade (0.25% per instance); second warnings will be made in writing and sent to the chair and graduate program coordinator to establish a record of problematic behavior; and finally, continued cell phone use will result in the student being removed from the class and receiving a grade of "F". Please note that I, as the instructor, may receive work-related communications and will only check my phone when I deem it necessary. As such, students should not expect the instructor to be held to the same policy.

Note Students living with disability must be registered with [Disability Support Services](#) before accommodations can be provided. Individuals requiring special accommodation should contact me and must provide documentation by Disability Support Services. The Director of

Disability Support Services serves as the ADA Coordinator and may be contacted at (940) 397-4140, TDD (940) 397-4515, or 3410 Taft Blvd., Clark Student Center 168.

Americans with Disabilities Act

Midwestern State University does not discriminate on the basis of an individual's disability and complies with Section 504 and Public Law 101-336 (Americans with Disabilities Act) in its admissions, accessibility, treatment and employment of individuals in its programs and activities.

A copy of the ADA Compliance Document is available online at [disability faq](#). It is the responsibility of the student to inform the instructor of any disabling condition that will require modifications. Students who require special accommodations must register with Disability Support Services before these accommodations can be provided. An Accommodation Request Form can be obtained at [Accommodation Request](#).

Computer Requirements

Taking a modern class requires you to have access to a computer (with Internet access) to complete tests and/or upload assignments. It is your responsibility to have (or have access to) a working computer in this class. **Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings.** Computers are available on campus in various areas of the buildings as well as the Academic Success Center. **Your computer being down is not an excuse for missing a deadline!!** There are many places to access your class! Our online classes can be accessed from any computer in the world which is connected to the internet. Contact your instructor immediately upon having computer trouble. If you have technical difficulties in the course, there is also a student helpdesk available to you. The college cannot work directly on student computers due to both liability and resource limitations; however, they are able to help you get connected to our online services. For help, log into [D2L](#).

Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through

the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

- a. Brightspace (maker of D2L) has tutorials available on YouTube. Please go to [Brightspace YouTube](#) for additional help.

Informed Consent: This information is to inform the student of the limits of confidentiality while enrolled at MSU Texas or any other state school. Due to federal and state law, faculty and staff working for a university are required to report any information that falls under Title IX. Any student who indicates experiencing sexual abuse/misconduct, physical/emotional abuse, domestic violence, stalking, suicidal/homicidal ideation, or related experiences will have an incident report sent to either the MSU Texas Title IX and/or the Dean of Student's office. Student disclosure may occur via a face-to-face meeting, in-class self-disclosure, email, statement made in a written assignment, etc. If a student asks a faculty or staff person not to share the information, please note that by law, we have to report and I will report. Please note that as students, you may be aware of classmates/dormmates struggling and can make an incident report at: [Student Referrals and Incident Reporting Forms](#) or <https://cm.maxient.com/reporting.php?MSUTexas>

Report forms are:

Bias Incident Reporting Form
Campus Incident Report Form
Concerning Student Behavior Form
General Student Complaint Form
Sexual Misconduct Report Form
Student Alert Form

College Policies and Procedures

Can be found at the bottom of the MSU home page or at [Human Resources Policy](#)

Academic Misconduct Policy & Procedures

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individuals to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct. Any evidence of cheating will result in a grade of "F" and being reported to the [Dean of Students](#).

Wikipedia

At no time will a student be allowed to use Wikipedia as a source for any project or paper in this class. If it is determined that Wikipedia was used as a source for a project or paper, the student will be given a grade of zero automatically.

Artificial Intelligence (AI)

Written assignments will be run through a plagiarism and AI checker called Turn It In. If at any point Turn It In identifies that a student used AI to complete an assignment (such as ChatGPT), an automatic grade of zero will be given to the assignment.

College Policies**Campus Carry Rules/Policies**

Refer to: [Campus Carry Rules and Policies](#)

Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by MSU TEXAS. Adult students may smoke only in the outside designated-smoking areas at each location.

Alcohol and Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

Campus Carry

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes has prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [Campus Carry](#).

Active Shooter

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police

Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [MSUReady – Active Shooter](#). Students are encouraged to watch the FBI video entitled “*Run. Hide. Fight.*” which may be electronically accessed via the University police department’s webpage: [“Run. Hide. Fight.”](#)

Grade Appeal Process

Update as needed. Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#)

Student Code of Conduct

MWSU's official policy in the University's Code of Student Conduct on page 52, states:

Instructor Drop: An instructor may drop a student any time during the semester for excessive absences, for consistently failing to meet class assignments, for an indifferent attitude, or for disruptive conduct. The instructor must give the student a verbal or written warning prior to dropping the student from the class. An instructor’s drop of a student takes precedence over the student-initiated course drop of a later date. The instructor will assign a grade of either WF or F through the first 9 weeks of a long semester, the first 6 weeks of a 10-week summer term, or the 12th class day of a 4- or 5-week summer term consisting of 20 days. After these periods, the grade will be an F. The date the instructor drop form is received in the Office of the Registrar as the official drop date. A student dropped from a class by a faculty member for disruptive behavior has the right of appeal to the Student Conduct Committee through the Student Conduct office.

Midwestern State University Student Honor Creed

"As an MSU Student, I pledge not to lie, cheat, steal, or help anyone else do so."

As students at MSU, we recognize that any great society must be composed of empowered, responsible citizens. We also recognize universities play an important role in helping mold these responsible citizens. We believe students themselves play an important part in developing responsible citizenship by maintaining a community where integrity and honorable character are the norm, not the exception. Thus, We, the Students of Midwestern State University, resolve to uphold the honor of the University by affirming our commitment to complete academic honesty. We resolve not only to be honest but also to hold our peers accountable for complete honesty in all university matters.

We consider it dishonest to ask for, give, or receive help in examinations or quizzes, to use any unauthorized material in examinations, or to present, as one's own, work or ideas which are not entirely one's own. We recognize that any instructor has the right to expect that all student work is honest, original work. We accept and acknowledge that responsibility for lying, cheating, stealing, plagiarism, and other forms of academic dishonesty fundamentally rests within each individual student. We expect of ourselves academic integrity, personal professionalism, and ethical character. We appreciate steps taken by University officials to protect the honor of the University against any who would disgrace the MSU student body by violating the spirit of this creed.

Written and adopted by the 2002-2003 MSU Student Senate.

By enrolling in this course, the student expressly grants MSU a 'limited right' in all intellectual property created by the student for the purpose of this course. The 'limited right' shall include but shall not be limited to the right to reproduce the student's work product in order to verify originality and authenticity, and educational purposes.

Travel Plans: Please do not make travel plans that would hinder your access to a computer or the internet. You are responsible for maintaining electronic(s) equipment and internet access every day during this semester.

Multicultural World (Ivey)

All of us are multicultural: age, gender/sex, geography/region, SES, education, faith, marital status, children, etc.

Respectful Counseling and Psychotherapy

R: Religion/spirituality

E: Economic/class background

S: Sexual orientation and/or gender identity

P: Personal style and education

E: Ethnic/racial identity

C: Chronological/lifespan challenges

T: Trauma

F: Family background

U: Unique physical characteristics

L: Location of residence and language differences

Client and Clinician Diversity (Seligman & Reichenberg)

A = age

D = disability (acquired)

D = disability (developmental)

R = religion and spirituality

E = ethnicity

S = socioeconomic statuses

S = sexual orientation

I = indigenous heritage

N = national origin

G = gender/sex