



TEXAS A&M UNIVERSITY
SAN ANTONIO

PSYC 4355: Internship in Psychology

COURSE SYLLABUS

Texas A&M University- San Antonio
College of Arts and Sciences; Department of Life Sciences

Fall 2026

Hector A. Garcia, Psy.D.

E-Mail: hgarcia2@tamusa.edu

Office Hours: Tu/Th 08:00-09:00, Th 09:00-11:00

Tu 9:30-10:45 am

Office: STEM 249A

Phone: (210) 784-2647

Class Location: MADLA 236

Please make an appointment for office hours.

Email: Only use official university e-mail and note topic in subject line. Please do not use Blackboard messages. My university email is my primary and preferred point of contact outside of the classroom. I check my email regularly on Monday – Friday from 8 to 5. Within that timeframe, I will generally respond within 24 hours. If you don't hear back from me, email again in the event your message went to my Junk email box. On the weekends, I am generally not available by email, but will reply on the subsequent Monday. If you need to contact me, plan ahead. In all communications, **be specific**. Additionally, *begin a new email thread* in lieu of responding back to one of my emails if you are beginning a new conversation unrelated to the previous email. Professional language and formatting is expected (i.e., avoid informal correspondence styles like text messaging).

Text:

APA Ethical Principles of Psychologists and Code of Conduct (2017 update) Including 2010 and 2016 Amendments. Effective date Jan. 1, 2010 with amendment as of Jan. 1, 2017. Copyright © 2010 American Psychological Association. Uploaded to Blackboard and also available from:

<https://www.apa.org/ethics/code/>

[Take notes and bring notes to class on Jan 23]

Readings on ethical vignettes will be posted on Blackboard; other readings may also be assigned.

Course Description:

Applied experience at an off-campus site where psychological principles are applied. Jointly supervised by on-campus faculty and off-campus representatives at the internship site.

Content

Most of the course will be spent on-site working at an internship location. A seminar-style Ethics course will be held during our internship meeting on Tuesdays.

Course Objectives

Students will learn applied concepts in psychology that are directly applied to working in the field. Students will also learn about appropriate work behavior and study ethical issues in psychology that could present themselves while working in the field.

Assessment of Student Learner Outcomes

Students will present an ethics lesson throughout the semester. They will also be evaluated by the on-site supervisor of the internship.

Course Mechanics

We will meet once weekly for 1 hours and 15 minutes. I expect punctuality. If you have to miss a class for any reason, please let me know by email as soon as you know you'll be absent. Unexplained absences will reduce your grade. **Because we only meet for 12 lecture days, three absences will cost a letter grade.** Only rare exceptions will be made (for example, illness, with relevant documentation in advance of absence). I also expect participation. Lack of contribution to class discussion will also impact your grade.

Schedule (subject to change):

Aug 25	Sign contract Discuss Beginning Internship, Journals, Evaluations Go over internship placements Discuss APA Code of Ethics
Sep 1	Quick check-in about sites Case Scenarios 1: (Led by Student)
Sep 8	Quick check-in about sites Case Scenarios 2: (Led by Student)
Sep 15	Quick check-in about sites Case Scenarios 3: (Led by Student)
Sep 22	Quick check-in about sites Case Scenarios 4: (Led by Student)
Sep 29	Quick check-in about sites Case Scenarios 5, 6: (Led by Student)
Oct 6	Quick check-in about sites Case Scenarios 7: (Led by Cassandra)
Oct 13	Site hours due (hard copy) Midterm Evals Due Case Scenarios 8: (Led by Student) Quiz on reading: Avoiding Ethical Missteps

Oct 20	Internship Showcase Note: We will invite future interns to this class. Plan to have your posters finished by this date.
Oct 27	Quick check-in about sites Case Scenarios 9 & 10: (Led by Student)
Nov 3	Quick check-in about sites Case Scenarios 11: (Led by Student)
Nov 10	Quick check-in about sites Case Scenarios 12: (Led by Student)
Nov 17	Quick check-in about sites Case scenarios 13 (Led by Student)
Nov 24	Site Evals Due Site Hours due EOY Self Evals due Quick check-in about sites Case scenarios 14 (Led by Student)
Nov 25-29	Study Day and Thanksgiving Break
Dec 1	Discussion by Dr. Garcia Quiz on reading: Best Practices for an Online World

No Final Exam—make sure hours are finished!

The complete academic calendar is available online: <https://www.tamusa.edu/academics/academic-calendar/index.html>

Requirements:

1. *Attendance:*
Students will attend their internships for 110 Hours a semester.
Students must attend Internship class every class period
2. *Participation:*
Students will keep a journal of internship activities. Please keep confidential information out of the journal; be very general. This journal may be shared with others who are considering that internship.

3. Professional Conduct

Students are representatives of the university and are expected to conduct themselves professionally at all times while at their internship site. Students must comply with the policies, procedures, appropriate and professional standards of the host organization, as well as the requirements outlined in the university's MOU with the organization. This includes respecting site expectations regarding confidentiality, communication, attendance, dress, and interactions with clients and staff. Failure to comply with these expectations may result in removal from the internship placement and/or academic consequences.

4. Evaluation:

Students will lead a seminar for the class that includes two vignettes (or articles)
Students will participate in the discussions led by instructor and by fellow students
Students will be evaluated by the on-site internship supervisor.
Students will be evaluated on participation and attendance requirements.

5. Poster:

Students will create a poster on powerpoint showcasing their internship experience.
They will present in class for potential internship students. Only one poster per site is needed; Example is found in Blackboard.

Course Grades

Each student's grade will be based solely on his/her performance. Students will not compete against one another for grades (i.e., the instructor will not limit the number of As, Bs, etc.). An individual's course grade is based on his or her raw score points (i.e., the total number of points earned during the semester). For example, using the table below, a student who earns 850 points during the semester will earn a "B." A student who has a total of 642 points at the end of the semester will earn a "D" in the course.

Letter Grade Cutoff Table

<i>Course Letter Grade</i>	<i>Percentage Correct</i>	<i>Raw Score (total raw score points earned)</i>
A	90% or more	
B	80 to 89%	
C	70 to 79%	
D	60 to 69%	
F	59% or less	

Grades will be posted on Blackboard so that any time during the semester, you can check your grade at any time.

Grading Breakdown:

This is outlined in the Internship Contract, and, and includes site hours, evaluations by site, and evaluations of class participation by instructor.

IMPORTANT POLICIES AND RESOURCES

University Email Policy and Course Communications: All correspondence between professors and students must occur via University email accounts. You must have your Jaguar email account ready and working. If it is not working, contact the help desk at helpdesk@tamusa.edu or at 210-784-HELP (4357). If you don't hear back within 48 hours, contact them again. They have many requests during the first part of the semester, so you may need to follow up with them.

Academic Accommodations for Individuals with Disabilities: Texas A&M University-San Antonio is committed to providing all students with reasonable access to learning opportunities and accommodations in accordance with The Americans with Disabilities Act, as amended, and Section 504 of the Rehabilitation Act. If you experience barriers to your education due to a disability or think you may have a disability, Disability Support Services is located in the Central Academic Building, Suite 210. You can also contact us via phone at (210) 784-1335, visit us at the [website](#) or email us at dss@tamusa.edu. Disabilities may include, but are not limited to, attentional, learning, mental health, sensory, physical, or chronic health conditions. All students are encouraged to discuss their academic accommodations with Disability Support Services and their instructors as soon as possible.

Academic Learning Center: All currently enrolled students at Texas A&M University-San Antonio can utilize the Academic Learning Center for subject-area tutoring. The Academic Learning Center provides free course-based tutoring to all currently enrolled students at Texas A&M University-San Antonio. Students wishing to work with a tutor can make appointments through the Brainfuse online tutoring platform. Brainfuse can be accessed in the *Tools* section of Blackboard. You can contact the Academic Learning Center by emailing tutoring@tamusa.edu, calling (210) 784-1307, or visiting the Central Academic Building, room 202. Online tutoring is also available for after hours and weekend assistance.

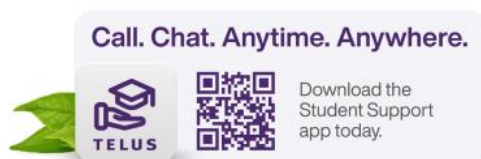
While tutoring hours may change based on tutor schedules and availability, the current tutoring hours for MATH in the ALC are as follows:

	Appointments available	Walk in Tutoring – No appointment needed
MONDAY	8 am – 6 pm	9 am – 5 pm
TUESDAY	8 am – 6 pm	9 am – 5 pm
WEDNESDAY	8 am – 6 pm	9 am – 5 pm
THURSDAY	8 am – 6 pm	9 am – 5 pm
FRIDAY	8 am – 5 pm	11 am – 4 pm

Counseling/Mental Health Resources: As a college student, there may be times when personal stressors interfere with your academic performance and negatively impact your daily functioning. If you are experiencing emotional difficulties or mental health concerns, support is available to you through the Student Counseling Center (SCC). To schedule an appointment, visit our website, call 210-784-1331 or visit Madla 120 between the hours of 8:00 AM and 5:00 PM.

All mental health services provided by the SCC are free and confidential (as the law allows). The Student Counseling Center provides brief individual and group therapy, crisis intervention, consultation, case management, and prevention services. *Crisis support is available 24/7/365 by calling the SCC at 210-784-1331 or through the TELUS student support App.*

The TELUS Student Support App provides a variety of mental health resources to including 24/7/365 support for in the moment distress, crisis support, an anonymous peer-to-peer support network, mental health screenings, podcasts, and articles to improve your mental wellbeing.



Emergency Preparedness: JagE Alert is Texas A&M University-San Antonio's mass notification system. In the event of an emergency, such as inclement weather, students, staff and faculty, who are registered, will have the option to receive a text message, email with instructions and updates. To register or update your information visit: <https://tamusa.bbcportal.com/>. More information about Emergency Operations Plan and the Emergency Action Plan can be found [here](#). Download the SafeZone App (<https://safezoneapp.com/>) for emergencies or call (210) 784-1911. Non-Emergency (210) 784-1900.

Financial Aid and Verification of Attendance: According to the following federal regulation, 34 CFR 668.21: U.S. Department of Education (DoE) Title IV regulation, a student can only receive Title IV funds based on Title IV eligibility criteria which include class attendance. If Title IV funds are disbursed to ineligible students (including students who fail to begin attendance), the institution must return these funds to the U.S. DoE within 30 days of becoming aware that the student will not or has not begun attendance. Faculty will provide the Office of Financial Aid with an electronic notification if a student has not attended by the published Census Date (the first week of class). Any student receiving federal financial aid who does not attend prior to the published Census Date (the first week of class) will have their aid terminated and returned to the DoE. Please note that any student who stops attending at any time during the semester may also need to return a portion of their federal aid.

Jaguar Writing, Language, and Digital Composing Center (WLDCC): The Jaguar Writing Center provides writing support to graduate and undergraduate students in all three colleges as well as faculty and staff. Writing tutors work with students to develop reading skills, prepare oral presentations, and plan, draft, and revise their written assignments. Our language tutors support students enrolled in Spanish courses and students composing in Spanish for any assignment. Our digital studio tutors support students working on digital projects such as eportfolios, class presentations, or other digital multimedia projects. The Writing Center offers face-to-face, synchronous online, and asynchronous digital appointments. Students can schedule appointments with the Writing Center in JagWire under the Student Services tab. Click on "Writing, Language, and Digital Composing Center" to make your appointment. Students wanting to work in realtime with a tutor can schedule an "Online Appointment." Students wishing to receive asynchronous, written feedback from a tutor can schedule an "eTutoring" appointment. More information about what services we offer, how to make an appointment, and how to access your appointment can be found on our [website](#) . The Writing Center can also be reached by emailing writingcenter@tamusa.edu.

Meeting Basic Needs: Any student who has difficulty affording groceries or accessing sufficient food to eat every day or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to submit a [CARE report](#) for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to direct you to available resources. A food pantry is available on campus; click [here](#) for hours and contact information.

Military Affairs: Veterans and active-duty military personnel are welcomed and encouraged to visit the Office of Military Affairs for any question involving federal or state VA Education Benefits. Visit the Patriots' Casa building, room 202, or to contact the Office of Military Affairs with any questions at military.va@tamusa.edu or (210)784-1397.

Religious Observances: Texas A&M University-San Antonio recognizes the wide variety of faiths represented among the campus community and protects the rights of students, faculty, and staff to observe religious holidays according to their tradition. Under the policy, students are provided an opportunity to make up any examination, study, or course work requirements that may be missed due to a religious observance provided they notify their instructors before the end of the second week of classes for regular session classes.

The Six-Drop Rule: Students are subject to the requirements of Senate Bill (SB) 1231 passed by the Texas Legislature in 2007. SB 1231 limits students to a maximum of six (6) non-punitive course drops (i.e., courses a student chooses to drop) during their undergraduate careers. A non-punitive drop does not affect the student's GPA. However, course drops that exceed the maximum allowed by SB 1231 will be treated as "F" grades and will impact the student's GPA.

Statement of Harassment and Discrimination: Texas A&M University-San Antonio is committed to the fundamental principles of academic freedom, equal opportunity, and human dignity. To fulfill its multiple missions as an institution of higher learning, A&M-San Antonio encourages a climate that values and nurtures collegiality and the uniqueness of the individual on our campus and within our state, nation, and world. All decisions and actions involving students and employees are to be based on applicable law and individual merit. Texas A&M University-San Antonio, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or pregnancy/parenting status. Individuals who believe they have experienced harassment or discrimination prohibited by this statement are encouraged to contact the University's Civil Rights Officer at 210-784-2061 or titleix@tamusa.edu.

Texas A&M University-San Antonio faculty are committed to providing a safe learning environment for all students and for the university as a whole. If you have experienced any form of sex discrimination or harassment, including sexual assault, sexual harassment, domestic or dating violence, or stalking based on sex, know that help and support are available. A&M-San Antonio's Title IX Coordinator can support those impacted by such conduct in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, and more. The university strongly encourages all students to report any such incidents to the Title IX Coordinator. Please be aware that all A&M-San

Antonio employees (other than those designated as confidential resources such as counselors and trained victim advocates) are required to report information about such discrimination and harassment to the university. This means that if you tell a faculty member about a situation of sexual harassment, sexual violence, or other related sex-based misconduct, the faculty member must share that information with the university's Title IX Coordinator (titleix@tamusa.edu, 210-784-2061, CAB 439K). If you wish to speak to a confidential employee who does not have this reporting requirement, you can contact the Student Counseling Center at (210) 784-1331 or visit them in Madla 120.

Pregnant/Parenting Students: Texas A&M-San Antonio does not require a pregnant or parenting student, solely because of that status or issues related to that status, to (1) take a leave of absence or withdraw from their degree or certificate program; (2) limit the student's studies; (3) participate in an alternative program; (4) change the student's major, degree, or certificate program; or (5) refrain from joining or cease participating in any course, activity, or program at the University. The university will provide such reasonable accommodations to pregnant students as would be provided to a student with a temporary medical condition that are related to the health and safety of the student and the student's unborn child. These could include maintaining a safe distance from substances, areas, and activities known to be hazardous to pregnant individuals and their unborn child; excused absences because of illness or medical appointments; modified due dates for assignments; rescheduled tests/exams; taking a leave of absence; and being provided access to instructional materials and video recordings of lectures for excused absences, if these would be provided to any other student with an excused absence. Pregnant/parenting students are encouraged to contact the Title IX Coordinator with any questions or concerns related to their status (titleix@tamusa.edu; 210-784-2061; CAB 439K).

Texas A&M-San Antonio has also designated the Title IX Coordinator as the liaison officer for current or incoming students who are the parent or guardian of a child younger than 18 years of age. The Title IX Coordinator can provide students with information regarding support services and other resources. Young Jaguars can support parenting students with daycare if students meet this criteria: (1) must be enrolled in classes at Texas A&M-San Antonio in the current semester, (2) must be Pell eligible or a single parent, (3) child(ren) must be aged 3 to 12-years-old, and (4) child(ren) must be enrolled in Pre-K-3 through 6th grade. For more information, please contact Young Jaguars at youngjaguars@tamusa.edu or call (210) 784-2636.

Students' Rights and Responsibilities: The following statement of students' rights and responsibilities is intended to reflect the philosophical base upon which University Student Rules are built. This philosophy acknowledges the existence of both rights and responsibilities, which is inherent to an individual not only as a student at Texas A&M University-San Antonio but also as a citizen of this country.

Students' Rights

1. A student shall have the right to participate in a free exchange of ideas, and there shall be no University rule or administrative rule that in any way abridges the rights of freedom of speech, expression, petition and peaceful assembly as set forth in the U.S. Constitution.

2. Each student shall have the right to participate in all areas and activities of the University, free from any form of discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, and pregnancy/parenting or veteran status in accordance with applicable federal and state laws.
3. A student has the right to personal privacy except as otherwise provided by law, and this will be observed by students and University authorities alike.
4. Each student subject to disciplinary action arising from violations of university student rules shall be assured a fundamentally fair process.

Students' Responsibilities

1. A student has the responsibility to respect the rights and property of others, including other students, the faculty, and administration.
2. A student has the responsibility to be fully acquainted with the published University Student Rules found in the Student Handbook, [Student Code of Conduct](#), on our website, and University Catalog, and to comply with them, as well as with federal, state, and local laws.
3. A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire University community.
4. A student has the responsibility to recognize the University's obligation to provide a safe environment for learning.
5. A student has the responsibility to check their university email for any updates or official university notifications.

We expect that students will behave in a manner that is dignified, respectful, and courteous to all people, regardless of sex, ethnic/racial origin, religious background, or disability. Conduct that infringes on the rights of another individual will not be tolerated.

Students are expected to exhibit a high level of honesty and integrity in their pursuit of higher education. Students engaging in an act that violates the standards of academic integrity will find themselves facing academic and/or disciplinary sanctions. Academic misconduct is any act, or attempt, which gives an unfair advantage to the student. Additionally, any behavior specifically prohibited by a faculty member in the course syllabus or class discussion may be considered as academic misconduct. For more information on academic misconduct policies and procedures please review the [Student Code of Conduct](#) or visit the resources available in the [OSRR website](#)

Important Fall 2026 Dates:

Date	Day	Event
August 19	Wednesday	Student enrolled will receive a billing statement
August 20	Thursday	Tuition & fee payment deadline
August 20	Thursday	Payment of Balance on student account due or payment plan set up

August 21	Friday	\$35 late payment fee assessed
August 21	Friday	Last day to withdraw from all classes to receive a 100% refund of tuition and fees
August 24	Monday	First class day
August 28	Friday	Last day to withdraw from all classes to receive an 80% refund of tuition and fees
August 31	Monday	Last day to register
September 4	Friday	Last day to withdraw from all classes to receive a 70% refund of tuition and fees
September 7	Monday	Labor Day Holiday - No Classes / University Closed
September 9	Wednesday	Census Date - Students not paid in full or enrolled in a payment plan by 4:59PM may be dropped for non-payment
September 11	Friday	Student enrolled will receive a billing statement
September 14	Monday	Last day to withdraw from all classes to receive a 50% refund of tuition and fees
September 21	Monday	Last day to withdraw from all classes to receive a 25% refund of tuition and fees
October 5 - October 16	Monday-Friday	Midterm grading period
November 13	Friday	Last day to drop with an automatic grade of "W"
November 25	Wednesday	Study day - No Classes
November 26 - November 28	Thursday - Saturday	Thanksgiving Holiday - No Classes / University Closed
November 30	Monday	Last day to withdraw from the university
December 4	Friday	Last day of scheduled classes for weekday classes
December 5 - December 11	Saturday - Friday	Final examinations
December 11	Friday	End of term
December 15	Tuesday	Commencement

December 16	Wednesday	All grades due by noon
December 17	Thursday	Grades available in JagWire

The complete [academic calendar](#) is available online

[Psych 4435] assumes that all work submitted by students will be generated by the students themselves, working individually or in groups. Students should not have another person/entity do the writing of any portion of an assignment for them, which includes hiring a person or a company to write assignments and/or using artificial intelligence (AI) tools like ChatGPT. Use of any AI-generated content in this course qualifies as academic dishonesty and violates Texas A&M-San Antonio's standards of academic integrity.