



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

Spring 2024  
Hector A. Garcia, Psy.D.  
E-Mail: hgarcia2@tamusa.edu  
Office Hours: Thu 1:00-3:00

T 9:30-10:45 am  
Office: STEM 249A  
Phone: (210) 784-2647  
Class Location: STEM 223

Please make an appointment for office hours.

### **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:** 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. (See official description in catalog.)

### **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 in the second half of the semester. They will also be evaluated by the on-site supervisor of the internship.

### **Schedule (subject to change):**

Tues, Jan 16	Sign contract Discuss Beginning Internship, Journals, Evaluations Go over internship placements Discuss APA Code of Ethics
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Tues, Jan 23	Quick check-in about sites Vignettes 1 & 2: (Led by Ariana)
Tues, Jan 30	Quick check-in about sites Vignettes 3 & 4 (Led by Venicia)
Tues, Feb 6	Quick check-in about sites Vignettes 5 & 6: (Led by Sammie)
Tues, Feb 13	Quick check-in about sites Vignettes 7 & 8 (Led by Stephanie Cruz)
Tues, Feb 20	Quick check-in about sites Vignettes 9 & 10: (Led by Stephanie Coronado)
Tue, Feb 27	Quick check-in about sites Vignette 11 & 12: (Led by Isabelle)
Tues, Mar 5	Quick check-in about sites Vignettes 13 & 14: (Led by Laura) Quiz on reading: Avoiding Ethical Missteps
Tue March 11	Spring Break
Tues, March 19	Quick check-in about sites Midterm Eval Discussion Vignettes 15 & 16 (Led by Lisa)
Tues, March 26	Quick check-in about sites Vignettes 17 & 18: (Led by Janette)
Tues, Apr 2	Quick check-in about sites Vignette 19 & 20 (Led by Danielle) Note: We may need to invite future interns to one of the last classes. Plan to have your posters finished by this date.
Tues, Apr 9	Quick check-in about sites Vignettes 21 & 22 (Led by Jessica)
Tues, April 16	Quick check-in about sites Vignette 23 & 24 (Led by Corrine)

Tues, April 23            Quick check-in about sites  
                                 Course Wrap-up  
                                 Discussion by Dr. Garcia  
                                 Quiz on reading: Best Practices for an Online World

Tues, April 30 (Study Day)

No Final Exam—make sure hours are finished!

### **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.  
          Students will dress appropriately for their internships.  
          Students will address people appropriately (those with a Ph.D. should be called “Dr. so and so”, not Mrs, Miss, etc.). If you are not sure, please inquire. Do not call supervisors and others in positions of authority by first names unless specifically invited to by those individuals.  
          Students will remember that they are representatives of the university. When referring to the university, students should use appropriate abbreviations when both speaking and writing.  
          <http://www.tamusa.tamus.edu/universitycommunications/BrandStandards/TAMU-SASStyleGuide.html>
  
3.     *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.
  
4.     Poster:  
          Students will create a poster that might be used for the internship showcase in the spring. If we have opportunity in the fall, we may have new potential internship students come to one of our classes and look at posters online. 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**

Academic Accommodations for Persons 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, please contact Disability Support Services in the Central Academic Building, Suite 210, or at (210) 784-1335 or visit <https://www.tamusa.edu/index.html> or email us at [dss@tamusa.edu](mailto: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 disability-related needs with Disability Support Services and their instructors as soon as possible.

Academic Learning Center: 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](mailto:tutoring@tamusa.edu), calling (210) 784-1307, or visiting the Central Academic Building, room 202.

Counseling/Mental Health Resources: As a college student, there may be times when personal stressors interfere with your academic performance and/or 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 call 210-784-1331 or visit Modular C, Room 166 (Rear entrance).

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 by calling the SCC at 210-784-1331 (after-hours select option ‘2’).** For more information and self-help resources, please visit [www.tamusa.edu/studentcounseling](http://www.tamusa.edu/studentcounseling)

Emergency Preparedness: JagE Alert is Texas A&M University-San Antonio's mass notification. 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: <https://www.tamusa.edu/about-us/campus-information/safety/university-police-department/documents/emergency-operations-plan.pdf> and <https://www.tamusa.edu/about-us/campus-information/safety/university-police-department/documents/emergency-action-plan.pdf> Download the SafeZone App 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 the first week of class. Any student receiving federal financial aid who does not attend 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.

Writing, Language, and Digital Composing Center: The Writing, Language, and Digital Composing Center supports graduate and undergraduate students in all three colleges as well as faculty and staff. 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. Students can schedule appointments through JagWire under the Student Services tab. Click on "Writing, Language, and Digital Composing Center" to make your appointment. The Center offers face-to-face, synchronous online, and asynchronous digital appointments. More information about what services we offer, how to make an appointment, and how to access your appointment can be found on our website at <https://bit.ly/WLDCCenter>.

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 contact the Dean of Students (DOS@tamusa.edu) for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to provide any resources they may possess.

Military Affairs: Veterans and active-duty military personnel are welcomed and encouraged to communicate, in advance if possible, and special circumstances (e.g., upcoming deployment, drill requirements, disability accommodations). You are also encouraged to visit the Patriots' Casa in-person room 202, or to contact the Office of Military Affairs with any questions at [military.va@tamusa.edu](mailto:military.va@tamusa.edu) or (210)784-1397.

Religious Observances: Texas A&M University-San Antonio recognizes the diversity 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 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, equality of 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 within our state, nation, and world. All decisions and actions involving students and employees should 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, gender identity, gender expression, or pregnancy/parenting status. Individuals who believe they have experienced harassment or discrimination prohibited by this statement are encouraged to contact the appropriate offices within their respective units. 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- or gender-based discrimination or harassment, including sexual assault, sexual harassment, domestic or dating violence, or stalking, 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 or sexual violence, or other related misconduct, the faculty member must share that information with the university's Title IX Coordinator ([titleix@tamusa.edu](mailto: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 reasonable accommodations to pregnant students that would be provided to a student with a temporary medical condition and 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](mailto: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.

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, sexual orientation, 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, University Catalog and to comply with them, as well as 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 an environment for learning.
5. A student has the responsibility to check their university email for any updates or official university notification.

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, sexual orientation or disability. Behaviors that infringe 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](#).

### **No Use of Generative AI Permitted**

[Psych 4355] 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.

#### Important Dates:

January 16	First day of class
March 11-17	Spring Break – No classes
March 29	Study Day – No classes
April 13	Last day to drop with an automatic “W”
April 20	Last day to drop a course or withdraw from the University
April 29	Last day of classes
April 30	Study Day – No classes
May 1-7	Final exams

*The complete academic calendar is available online:*

<https://www.tamusa.edu/academics/academic-calendar/index.html>