

**PSY 420**

**Applied Psychology  
Oregon Tech**

**Externship Policies & Procedures  
Manual and Syllabus**

20e

# Psych 420

## Applied Psychology Externship

### Externship Policies & Procedures Manual and Syllabus

Congratulations! You made a smart decision to pursue an experiential learning opportunity that will help hone and develop your skills and accelerate your path to a rewarding career. An externship is driven by individualized learner experiences thus it is about your interests and goals. This should be couched within the framework of the learning objectives of the Applied Psychology Externship, which closely follow the American Psychological Association's Guidelines and Oregon's Tech's essential student learning outcomes. These guidelines and outcomes include:

- Apply academic knowledge and skills to career goals
- Exhibit self-efficacy and self-regulation
- Enhance project management and communication skills
- Understand and maintain ethical and social responsibility standards
- Develop meaningful professional direction for life after graduation
- Teamwork
- Communication
- Diverse Perspectives
-

wish to participate in externship.

<u>Activities that Count</u>	<u>Activities that Don't Count</u>
Time spent at the site	Local travel to and from the externship site
Time spent traveling to activities that site supervisor count as time spent working	Anything not listed under "Activities that Count"
Training activities at other sites	
Time at the site or off-site reading policy manual, best practices literature, and other externship related materials (not to exceed 20% of externship hours)	

The extern will record time spent on externship on the time sheets included in this packet and submit them with their final portfolio. The site supervisor will check and sign the time sheets which is the responsibility of the extern to keep track of and seek signatures from their supervisor on a regular basis.

### EXTERNSHIP ORIENTATION

Prior to the final approval and start of an externship, there will be an orientation meeting that include the Externship Coordinator, extern, and site supervisor. This meeting normally occurs at the externship site via phone/Skype. This meeting is mandatory and must be held before the student begins their extern hours. It should be arranged to meet during the middle of the term that precedes the externship. For example, this meeting would take place the spring term for a fall term externship. Normally, this is the only meeting at which the Externship Coordinator is present. It is the responsibility of the externship site supervisor to contact the coordinator at any time if any questions or difficulties arise.

### GRADING

**Note:** forms can be filled out via the links on the externship webpage that are sent directly to the externship coordinator (midterm evaluation, final evaluation), though it may be most beneficial to have them completed on paper to be handed back to the student, prior to inclusion in the portfolio.

**Midterm Review** The extern will meet with their field supervisor to complete the midterm evaluation. This review will be completed when the extern is about one-third of the way through their externship hours. The forms for this evaluation are included in this manual. After the evaluation has been completed, the extern will copy the evaluation and supply the copy to the Externship Coordinator within one business day as an attachment in an email. The student keeps the original in order to put it in the portfolio for final submission.

**Final Review** The extern will meet with their field supervisor to complete the final evaluation once all hours have been logged. The forms for this evaluation are included in this manual. You should review this form and be familiar with all components so you are aware of expectations. The completed evaluation will be placed in the portfolio for final submission.

**Final Grade** The final grade will be based on the portfolio, which includes the evaluations from the supervisor. If the portfolio is not received by the end of the grading period for which the extern is enrolled in the course, the extern will be given an incomplete for one term. If the portfolio is not received by the end of the next term, the grade will automatically convert to an F.

### AGREEMENTS (CONTRACTS)

Oregon Tech must have a signed contract in place with the externship site before the student can begin their externship. This will be 0.007 Tm [(AGpa)2 3a1 (i)2 (sTJ 5.43 0 Td [(h)1 (i)2 ow 12 -0 0-2 (r)-19-0.002 Tw 0.22

depending on the situation you may be able to secure an alternate placement for that term you may fail the externship in more extreme situations

## **DUAL RELATIONSHIPS**

Externs are to avoid “dual relationships” and are not to form p

accomplishments of externship. These are factored into the final grade.

Performance and Grade Forms have been prepared for supervisors to evaluate externs' "job performance" and to assign grades. The grade depends largely on "work" expectations as reliability, punctuality, and other considerations that are important in job settings. Note: forms can be filled out and emailed to the





be filled, and there were no exceptional or solid candidates in the applicant pool. Externs' earnings would normally be expected to be the lowest 50% of college graduates applying for an appropriate position at the site.

**D: Meets few of the performance standards** expected of entry-level college graduates. The site supervisor would be very unlikely to recommend hiring this person even if an appropriate job opening were available. Externs earning Ds would normally be expected to be the lowest 25% of college graduates applying for an appropriate position at the site.

**F: Meets virtually none of the performance standards** expected of entry level college graduates. The site supervisor would not recommend hiring this person even if an appropriate entry level job was available, and there were no other candidates for the job. Externs earning Fs would normally be expected to be the lowest 10% of fresh college graduates applying to an appropriate position at the site.

The Oregon Tech Externship Coordinator makes the final determination of grades. The final grade will be based upon the grade given by the site supervisor, in addition to the quality and thoroughness of the completed portfolio.

## EXTERNSHIP TIMELINE AND CHECKLIST



## Orientation to the Extern Site Checklist

Supervisor: Please initial and date as each of the following areas is covered with the Extern. Make any notes you wish to add in the space provided.

Initial:	A. <b><i>Familiarity with the facility, location of key resources (office, equipment, etc.)</i></b>
Date:	
Initial:	B. <b><i>Explanation of agency's position and purpose(s) in the community</i></b> agency's mission, goals and objectives
Date:	
Initial:	C. <b><i>General parameters of extern responsibilities</i></b> Extern's relationships with particular staff, including taking assignments, direct supervision, and evaluation.
Date:	
Initial:	D. <b><i>Other employees' duties and responsibilities</i></b> Extern introduced to staff and management and their positions and roles. May be provided an organizational chart.
Date:	
Initial:	E. <b><i>Relevant critical rules, policies, procedures, legal &amp; ethical issues</i></b> e.g., confidentiality, relations with clients, sexual harassment, discrimination, health and safety.
Date:	
Initial:	F. <b><i>Referral Processes</i></b> Sources and procedures of referrals, kinds of cases referred, marketing and other recruitment efforts.
Date:	
Initial:	G. <b><i>KEY interagency relationships or networks</i></b> Who are the most important partnerships? How do these partnerships work and benefit each other?
Date:	
Initial:	H. <b><i>Office and employee safety procedures</i></b> e.g., fire, client conflict, hostage situations, hazardous materials, and biological samples.
Date:	
Initial:	I. <b><i>OTHER RELEVANT ORIENTATION TOPICS NOT LISTED ABOVE</i></b>
Date:	<hr/> <hr/> <hr/>

# MIDTERM EVALUATION FORM

## Oregon Tech Applied Psychology Program

After completed, please return to the student, complete online at

<https://www.oit.edu/academics/degrees/appliedpsychology/externship> or email to [alishia.huntoon@oit.edu](mailto:alishia.huntoon@oit.edu)

Extern Name: \_\_\_\_\_

Date of Evaluation: \_\_\_\_/\_\_\_\_/\_\_\_\_

Placement Site: \_\_\_\_\_

Supervisor: \_\_\_\_\_

*Please note any problems or areas of apparent strengths/weaknesses.*

**I. Basic Work Expectations** attendance and punctuality, notifies of absences or tardiness, reliably completes assignments, is responsive to norms about clothing, language, etc.

Comments: \_\_\_\_\_

**II. Ethical Awareness and Conduct** inquires about policies, demonstrates awareness and sensitivity to ethical issues of confidentiality, dual relationships, limits of extern responsibilities, etc., and consults with others about ethical issues when necessary.

Comments: \_\_\_\_\_

**III. Knowledge and Learning** responds appropriately to others, has the capacity to learn new approaches/techniques and acquires other information; demonstrates competence in verbal and written communications.

Comments: \_\_\_\_\_

**IV.**



# FINAL EVALUATION FORM

Include in Portfolio

Extern Name: \_\_\_\_\_

Date of Evaluation: \_\_\_\_/\_\_\_\_/\_\_\_\_

Externship Site: \_\_\_\_\_

Supervisor: \_\_\_\_\_

## Basic Work Expectations:

Doesn't Meet	Meets	Exceeds	Did Not Observe	Activity
				Arrives on time consistently
				Manages and uses time effectively
				Informs supervisor and makes arrangements absences
				Reliably completes requested or assigned tasks on time
				Completes required total number of hours on days on site
				Is responsive to norms about clothing, language etc., on site

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Ethical Awareness and Conduct:**

**Doesn't  
Meet      Meets      Exceeds      Did Not**

**Response to Supervision:**

<b>Doesn't Meet</b>	<b>Meets</b>	<b>Exceeds</b>	<b>Did Not Observe</b>
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**Interaction with Coworkers:**

<b>Doesn't Meet</b>	<b>Meets</b>	<b>Exceeds</b>	<b>Activity</b>
			Comfortable interacting with staff members
			Works effectively with staff

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Documentation**

<b>Doesn't Meet</b>	<b>Meets</b>	<b>Exceeds</b>	<b>Activity</b>
			Keeps records in a timely fashion
			Keeps accurate records





8. Describe any networks of services in which your placement site is involved and the kinds of collaboration and cooperation that exist with your extern site agency. What barriers to effective operations exist?
9. Answer the following questions related to employment in the field of work you experienced during your externship:
  - a. What are your chances of getting an entry level position in a field related to your externship?
  - b. If an entry level job was not available, what other possibilities related to your externship exist?
  - c. Describe salary ranges and benefits for entry level, mid-career, and senior employees in the field
  - d. Describe career ladders related to this field and the conditions under which you might pursue them.
  - e. Are you personally suited for this kind of work? What is your current career goal?
10. You spent a lot of time and effort developing skills that are important for employment. What

# SUPERVISOR/SITE EVALUATION FORM

Oregon Tech Applied Psychology Extern Program

Include in your portfolio

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Placement Site: \_\_\_\_\_ Supervisor: \_\_\_\_\_