



Psychology 420

Applied Psychology Externship

Policies & Procedures Manual and Syllabus

Congratulations! You made the exciting decision to pursue an applied, 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. It is about your interests and goals. This should be contained within the framework of the learning objectives of the Applied Psychology Externship, which closely follow the American Psychological Association's Guidelines and Oregon Tech's essential student learning outcomes.

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.
- Ethical Reasoning.

PREREQUISITES OF EXTERNSHIP

The following must be met and documented in your Extern Application:

You must have:

- Completed at least 120 hours of college credit.
- Earned an A or B in PSY 317 Field and Career Preparation.
- Approval of the externship coordinator.
- Passed a background check, dependent upon externship site.

REQUIREMENTS & PARAMETERS OF EXTERNSHIP

Credits & Logged Hours

In a term, students may enroll in the following options of PSY 420 Applied Psychology Externship. Please consult the externship coordinator with questions about the number of credits.

Number of Credits	Minimum Externship Hours
4	100
8	200
12	300
16	400

Requirements and Parameters of Externship cont.

Summer is the most popular term for students to sign up for an externship. Summer sessions are three weeks shorter than other terms. One advantage of a summer externship is that it is typically possible to arrange vacations if it is agreeable to the site supervisor and extern.

In certain circumstances, you may be able to start working on your supervised hours before the official starting day of a term.

<p>While there are some popular and successful sites in the Klamath Basin, externships can (and do) take place at any geographic location as long as it provides a suitable experience for the student and is approved by the Externship Coordinator. Successful externships have taken place around the US and in other countries.</p>	<p>Students may take PSY 420 for up to 32 credits while enrolled at Oregon Tech. This means students may enroll in PSY 420 for multiple terms and are encouraged to do so.</p> <p>The following table includes examples of the activities that count and don't count toward meeting the externship hourly requirement.</p>
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Activities that count.	Activities that don't count.
Time spent at the site.	Local travel to and from the site.
Time spent traveling to activities that site staff count as time spent working.	Anything not listed under activities that count.
Training activities at other sites.	
Time at the site or offsite reading policy manuals and other externship materials, not to exceed 20% of hours.	

CONTRACTS



Oregon Tech must have a signed contract in place with the externship site before the student can begin their externship. This will be completed before a student registers for externship. The agreement is available for viewing on the Oregon Tech Applied Psychology Externship web page, found at the following link: <https://www.oit.edu/academics/degrees/appliedpsychology/externships>

Site agreements are completed electronically via DocuSign. If one is not already on file with a site, Oregon [(f)2()]TJ 07 (e)-6 (a)g4

REMOVAL FROM EXTERNSHIP

Students may be removed from externship due to breaches of law, ethics, confidentiality, or other significant procedural or policy violations. The site supervisor does not have to show cause or give notice to remove an extern. Many agencies are especially concerned with regards to client confidentiality. You are not to disclose clients' identities, even to Oregon Tech Faculty. If, for any reason, you are found not suitable by a particular site, depending on the situation you may be able to secure an alternate placement for that term, or you may fail the externship.

Maintain professionalism, integrity, and clear communication.

COMMUNICATION

Periodically while on externship the student will be contacted by the Externship Coordinator to touch base and check on how things are going. This will primarily occur via email, so be sure to regularly check your Oregon Tech email account. It is expected that the student will respond to these communications

Externship Portfolio

PSY 420 students are required to compile a portfolio of their externship. Upon completion of the externship hours, a portfolio needs to be compiled and sent to the externship coordinator. The portfolio, along with the Supervisor's Evaluation of Extern, will be a primary means to determine a final grade for the course. Expectations for the portfolio will vary based on the number of credits. That is, the expectations for the portfolio are less for 4 credits compared to 16 credits of externship. When compiling the portfolio, be sure to use the Cover Page provided on the Applied Psychology Externship web page and follow directions on the ordering of materials.

The portfolio is intended to serve several purposes:

Documents and Evaluates Learning Externs prepare a narrative review of the challenges and lessons of externship and answer questions assigned for the portfolio. These demonstrate the activities and learning that occurred. Great time and care should be taken to show the pride and accomplishments of externship. Besides completing the portfolio components and responses to questions, externs are expected to include samples of their work in the portfolio. These are all factored into the final grade.

Performance and Grade Evaluations (mid and final) are for supervisors to evaluate externs' performance and to assign grades. The grade depends largely on "work" expectations, such as reliability, punctuality, and other considerations that are important in job settings. These evaluations can be completed via the links of the externship webpage or filled out by the supervisor and given to the extern to include in their portfolio. The midterm is to be provided to the externship coordinator after about half of the hours are completed for the term. The final evaluation will be submitted with the portfolio.

Supervision

Externship is a type of apprenticeship where both the agency and extern benefit. The site supervisor and agency will devote time and effort to training, supervising, mentoring, and (if earned) serving as a reference for the extern. In return, the extern will perform work that will benefit the agency. The site supervisor's first obligation in most cases will be to the agency and its clients. A supervisor will not and should not place externs in situations in which potential harm could result to the agency, its clients, or to the extern. Thus, externs who fail to earn their supervisor's trust are often given routine safe jobs and little exposure to more difficult and rewarding activities. It is up to the extern to earn the supervisor's trust.

We expect site supervisors to give externs sufficient feedback and input to assist them and to develop marketable skills. Accepting and making use of such feedback is important to becoming a professional. We expect Oregon Tech externs to accept such input and adjust their work accordingly. We also want to learn from the externs about what worked during the externship and what would have made the externship more effective. Forms for giving feedback about the site and the site supervisor are included in this manual. This needs to be completed and turned in as part of the final portfolio.

Supervisor's Evaluation Grading Criteria

Sometimes students and supervisors discover a profession is not a suitable career choice for the extern. Nevertheless, the extern may have performed admirably. In such cases we ask supervisors evaluate the extern's performance in the placement, including: professionalism, skills, ethics, commitment, and measures of potential, as reflected in the Extern Evaluation Form, in terms of employability in a suitable profession or in that field. We require site supervisors to complete an Extern Evaluation Form at midterm and the end of the term on provided forms. The primary basis of grades is described immediately below. The intent is to create an objective standard of "employability."

A: Extern exceeds performance expected of an entry-level college graduate. The site supervisor would

eagerly hire this person if an appropriate job were available. Externs earning As would normally

EXTERNSHIP TIMELINE AND CHECKLIST

Before Externship:

- Contact Dr. Huntoon before or during week 6 of preceding term (spring term if applying for fall).
- Identify externship sites of interest and discuss with Dr. Huntoon.
- Contact externship sites of interest (after approved) to discuss placement opportunity.
- Identify learning objectives for the externship
- Complete Oregon Tech application form.
- Finalize externship site agreement.
- Externship communication between Supervisor and Dr. Huntoon by week 9 of the preceding term.
- Complete all required background checks, dependent upon the site.
- Check you have been registered for PSY 420 in the correct section and correct (d)5.3 u6 (n)5.3 ((n))

EXTERNSHIP FORMS

<https://www.oit.edu/academics/degrees/appliedpsychology/externships>

Application– This is to be completed via the application link on the externship webpage.

Cover Sheet– This form is linked on the externship webpage and is the first page of your portfolio. Follow the ordering instructions for compiling your materials.

Time Sheet– This form is linked on the externship webpage; make as many copies of these pages as you need in order to log your hours. Your supervisor needs to sign your time sheets.

Orientation Checklist– Go through this with your supervisor on day one of your externship. Supervisor fills this out.

Midterm evaluation– Ask your supervisor to complete this once you have logged half of your required hours. Supervisor fills this out either on paper or electronically.

Final evaluation– Ask your supervisor to complete this once you have finished logging all your required hours. Supervisor fills this out either on paper or electronically.

Extern Questions– You need to be working on your journal for question one starting with week one of your externship. Complete all answers fully and provide a lot of detail. Do not skimp. This affects your grade.

Site Evaluation– Complete the grid and respond to the five prompts.



Photo by [Brooke Cagle](#) on [Unsplash](#)

Orientation to the Externship Site Checklist

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

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

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/externships> or email to alishia.huntoon@oit.edu

Extern Name: _____ Date of Evaluation: ____/____/____

Placement Site: _____ Supervisor: _____

Please note any problems or areas of apparent strengths or 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: Inquiries 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. Response to Supervision: Receptive to supervision and feedback _____]1tees (d)30rc4r(__)-1]1tee receptive to supervision

VII. Midterm grade.

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

Comments:

Ethical Awareness and Conduct:

Doesn't Meet	Meets	Exceeds	Did Not Observe	Area
				General ethical guidelines for this profession.
				Ethical guidelines specific to this organization.
				Demonstrates awareness and sensitivity to ethical issues.
				Consults with others about ethical issues if necessary.

Comments: _____

Knowledge and Learning:

Doesn't Meet	Meets	Exceeds	Did Not Observe	Understands
				Basic Characteristics of Clients

Response to Supervision:

Doesn't Meet	Meets	Exceeds	Did Not Observe	Activity
				Actively seeks supervision when necessary.
				Receptive to feedback and suggestions from supervisor.
				Understands information communicated in supervision.
				Implements suggestions from supervisor.
				Aware of areas that need improvement.

Comments: _____

Interactions with Clients:

Doesn't Meet	Meets	Exceeds	Did Not Observe	Activity
				Comfortable interacting with clients.
				Sensitive and responsive to client's needs.
				Sensitive to cultural differences.
				Sensitive to issues of gender differences.

Comments: _____

Interaction with Coworkers:

Doesn't Meet	Meets	Exceeds	Activity
			Comfortable interacting with staff members
			Works effectively with staff.

Comments: _____

Documentation:

Doesn't Meet	Meets	Exceeds	Activity
			Keeps records in a timely fashion.
			Keeps accurate records.
			Keeps clear and succinct records.

Comments: _____

Other comments? _____

VIII. Recommended grade. Considering the extern's work in the manual and considering the above criteria, what grade would you recommend for this extern?

A B C D F Other: _____ (e.g., incomplete)

In making this recommendation, please use the following standards:

A: Extern exceeds performance expected of an entry-level college graduate. We would eagerly hire this person if an appropriate job were available. Externs earning As would normally be expected to be in the top 20% of college graduates applying for an appropriate position at the site. For education externs, the standard is in the top 20% of college graduates applying for an appropriate

EXTERN QUESTIONS

Prepare your narrative to these extern "questions" in order with the answers clearly numbered and

7. Describe how communication (verbal, written, nonverbal) was important at your

SUPERVISOR/SITE EVALUATION FORM
Oregon Tech Applied Psychology Extern Program