

## Course Revision/Deletion Template

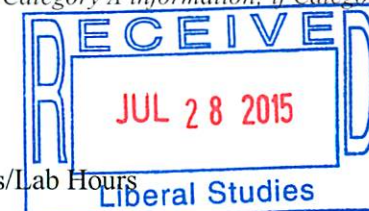
Steps to the approval process:

1. Complete the applicable template(s) and email them to the departmental or program curriculum committee chair.
2. The curriculum chair emails the proposal to the curriculum committee, then to the department/program faculty for a vote and finally to the department/program chair.
3. The department/program chair emails the proposal to [curriculum-approval@iup.edu](mailto:curriculum-approval@iup.edu); this email will also serve as an electronic signature.
4. Curriculum committee staff will log the proposal, forward it to the appropriate dean's office(s) for review within 14 days and post it on the X Drive for review by all IUP faculty and administrators. Following the dean's review the proposal goes to the UWUCC/UWGC and the Senate.
5. Questions? Email [curriculum-approval@iup.edu](mailto:curriculum-approval@iup.edu).

|                        |                   |                |                  |
|------------------------|-------------------|----------------|------------------|
| Contact Person:        | Pearl Berman, PhD | Email Address: | psberman@iup.edu |
| Proposing Depart/Unit: | Psychology        | Phone:         | 724-357-2105     |

**Course Revisions** (Check all that apply; fill out categories below as specified; i.e. if only changing a course title, only need to complete Category A information; if Category B need information in both A and B; For Category C, complete entire form):

- Category A:  Course Prefix/Number Change     Course Title Change     Course Deletion
- Category B:  Catalog Description Change     Modify Prerequisite(s)
- Category C:  Add Dual Level     Add Liberal Studies (Complete Template C)     Change in Class/Lab Hours  
 Add Distance Education (Complete Template E)     Add/Revise TECC (Complete Template D)     Course Revision  
 Credit Hour Change     Other - An additional section of PSYC 493 will be offered to students enrolled in the CAAST minor or certificate program.



| Current Course Information                     |                           | Proposed Changes         |                            |
|--|---------------------------|--------------------------|----------------------------|
| <b>Category A</b> (if not changed leave blank) |                           |                          |                            |
| Current Prefix                                 | Click here to enter text. | Proposed Prefix          | Click here to enter text.  |
| Current Number                                 | Click here to enter text. | Proposed Number          | Click here to enter text.  |
| Current Course Title                           | Psychology Practicum      | Proposed Course Title    | Psychology Practicum CAAST |
| Prerequisite(s)                                | Click here to enter text. | Proposed Prerequisite(s) | Click here to enter text.  |
| <b>Category B</b> (if not changed leave blank) |                           |                          |                            |

Template B

|  |  |  |  |
|--|--|--|--|
| <p>Current Catalog Description</p>   | <p>Under supervision of Psychology Department, selected students receive experience in application of psychological techniques. May be taken more than once to a maximum of 12 cf.</p>   | <p>Proposed Catalog Description</p>  | <p>Under supervision of Psychology Department, students with a declared CAAST minor or certificate receive experience in application of psychological techniques in agencies involved in the treatment and/or prevention of violence across the lifespan. May be taken more than once to a maximum of 12 cr.</p>   |
| <p><b>Category C</b> <i>(if not changed leave blank)</i></p>   |  |  |  |
| <p>Number of Credits</p>   | <p>(UG) Class Hours – Click here to enter text.<br/>(UG) Lab Hours – Click here to enter text.<br/>Credits - Click here to enter text.</p>   | <p>Number of Credits</p>   | <p>(UG) Class Hours – Click here to enter text.<br/>(UG) Lab Hours – Click here to enter text.<br/>Credits - Click here to enter text.</p>   |
| <p>Current Course (Student Learning) Outcomes</p>  | <p>Gain practical experience in a professional mental health setting.<br/>Develop professional skills.<br/>Apply academic knowledge to a practical setting.<br/>Analyze and compare theoretical and research literature as it relates to the professional setting.</p>   | <p>Proposed Course (Student Learning) Outcomes</p>   | <p>Gain practical experience in a professional mental health setting that specifically addresses violence and violence prevention.<br/>Develop professional skills as they relate to working with victims and/or perpetrators of violence.<br/>Apply academic knowledge of issues of violence to a practical setting.<br/>Analyze and compare theoretical and research literature as it relates to issues of violence.</p> |
| <p>Brief Course Outline<br/><i>(it is acceptable to copy this from the old syllabus)</i></p>   | <p>Click here to enter text.</p>   | <p>Brief Course Outline<br/><i>(Give sufficient detail to communicate the content to faculty across campus. It is not necessary to include specific readings, calendar, or assignments.)</i></p> | <p>Click here to enter text.</p>   |
| <p><b>Rationale for Proposed Changes (All Categories)</b></p>  |  |  |  |
| <p>Why is the course being revised/deleted:</p>  | <p>A new interdisciplinary minor has been developed by the Psychology and Sociology departments in Child and Adult Advocacy Studies (CAAST). Psychology Practicum CAAST will have the same objectives and requirements as Psychology Practicum. The only exception to this will be that the settings that will be approved for Psychology Practicum CAAST will be restricted to those sites that deal primarily with child abuse and neglect, intimate partner violence, and/or elder abuse while Psychology Practicum can be taken at a much broader range of settings. Psychology Practicum is a practical, skill building program that will help students gain employment in child protection, domestic violence, and adult protective services after graduation from IUP as well as go on for further training in graduate programs in Psychology, Sociology, Nursing, Medical, and Legal fields..</p> |  |  |
| <p>Implication of the Change on:</p> <ul style="list-style-type: none"> <li>- Program</li> <li>- Other programs</li> <li>- Students</li> </ul> | <p>The Psychology Practicum is currently being offered every semester to Psychology majors and minors. The proposed change will not affect current availability.</p>   |  |  |

Template B

|   |   |
|---|---|
| For Dual Listed Courses   | <i>List additional learning objectives for the higher-level course</i><br>Click here to enter text. |
| <b>For Dean's Review</b>  |   |
| <ul style="list-style-type: none"><li>• Are resources available/sufficient for this course?    <input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> NA</li><li>• Is the proposal congruent with college mission?    <input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> NA</li><li>• Has the proposer attempted to resolve potential conflicts with other academic units?    <input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> NA</li></ul> <p>Comments: Click here to enter text.</p> |   |

## ***Internship Checklist***

- \_\_\_ I understand that this entire application must be completed no later than two weeks before classes end.
- \_\_\_ Thoroughly read the information on the Psychology Department webpage related to the Practicum experience.
- \_\_\_ Discuss any concerns with Dr. Newell ([newell@iup.edu](mailto:newell@iup.edu), 724-357-7849).
- \_\_\_ Prepare at least three copies of all application materials as listed below (pages 3-5 of this file, plus resume).
  1. The three-page application form, including a statement of internship objectives and a list of relevant coursework.
  2. Your resume, a sample is included in this application package

\_\_\_ Submit **one** complete application package to Dr. Newell (by hard copy or e-mail). Dr. Newell will contact you to set up a meeting to discuss the application process and potential sites.

\_\_\_ **After meeting with Dr. Newell**, you will make appointments for interviews with each of two (2) faculty on the Practicum Committee. Choose from among the following interviewers and contact them to make an interview appointment.

- |    |                            |  |              |
|----|----------------------------|--|--------------|
| 1. | Dr. Bill Farrell           | <a href="mailto:william.farrell2@iup.edu">william.farrell2@iup.edu</a>             | (202 Uhler)  |
| 2. | Dr. Derek Hatfield         | <a href="mailto:derek.hatfield@iup.edu">derek.hatfield@iup.edu</a>                 | (238A Uhler) |
| 3. | Dr. Laura Knight           | <a href="mailto:laura.knight@iup.edu">laura.knight@iup.edu</a>                     | (218 Uhler)  |
| 4. | Dr. Jay Mills              | <a href="mailto:jamills@iup.edu">jamills@iup.edu</a>                               | (221 Uhler)  |
| 5. | Dr. Dante Mancini          | <a href="mailto:dante.mancini@iup.edu">dante.mancini@iup.edu</a>                   | (302 Uhler)  |
| 6. | Dr. Cristina Reitz-Krueger | <a href="mailto:cristina.reitz-krueger@iup.edu">cristina.reitz-krueger@iup.edu</a> | (214 Uhler)  |
| 7. | Dr. Mark Palumbo           | <a href="mailto:mark.palumbo@iup.edu">mark.palumbo@iup.edu</a>                     | (205 Uhler)  |

If you are unable to keep your interview appointments with the two (2) Practicum Committee faculty, please be sure to contact them prior to the appointment.

Once you have completed two interviews with faculty from the Practicum Committee, Dr. Newell will contact you to let you know if you have been approved by the Practicum Committee.

\_\_\_ Applicants should make appointments for interviews with sites as soon as they have been given permission to do so by Dr. Newell. You will not receive permission until you have completed your interviews and been informed by Dr. Newell that you are approved. When you contact the site, speak professionally and politely. You can plan to say something like: "Hello, my name is----. I am a student in the psychology department at IUP, and I am interested in doing an internship at your site for the ----semester." See below for issues to discuss during the site interview.

\_\_\_ Interview with your preferred sites. Ideally this should occur in October/November or February/March.

\_\_\_ If your site is a new site, it will need to be approved by the committee. Ask Dr. Newell for

the New Site Application. Submit description of any "new site" information ASAP.

- \_\_\_\_\_ Complete all additional forms required by your site. Consider the following possibilities:
  1. PA state police criminal clearance
  2. Pa child abuse clearance
  3. Whether you need to take out professional liability insurance. **THIS IS EXTREMELY IMPORTANT. YOU CANNOT DO A PRACTICUM WITHOUT INSURANCE.** If the site does not carry insurance, I will tell you how to get it through the American Psychological Association.
  4. Whether a contract between the site and IUP is required.
  
- \_\_\_\_\_ Notify Dr. Newell when you have been accepted by a site.
  
- \_\_\_\_\_ Electronic permission to register for PSYC 493 will be given by Dr. Newell, but only after the above requirements have been satisfied.
  
- \_\_\_\_\_ Fees. Students completing an internship outside of Indiana may be eligible for activity fee and health fee waivers. See the link for the activity fee policy at <http://www.coop.iup.edu> and, if relevant to you, click onto may "apply" for exemption or reduction of the fee. Interns who are not on main campus and are outside a 25-mile radius from IUP's Main Campus may be granted a waiver of the health fee. There is no mandatory health fee for the summer. Then, log into a secure area of URSA. Select the "Student/Financial Aid section of URSA. Then select "Billing and Fees." Choose "Request a Health Service Fee Waiver" from the list of options. The submitted form generates an email directly to the Health Center where it will be processed.

Lisa C. Newell, Ph.D. Psychology Department Practicum Coordinator

**Undergraduate Internship (Practicum) Application**

You must save this form to a file and then complete it, and save it again. Include it as part of a stapled packet along with your resume, brief statement of objectives, and a list of completed courses relevant to the internship.

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Check off the following practicum prerequisites:

1.  Will you have junior (60 hours) or senior standing at the time of your internship?
2.  Will you have taken at least 12 credits of psychology courses at the time of your internship?
3.  Do you have an overall GPA of at least 2.0?

Banner ID: @ \_\_\_\_\_

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

Home Address \_\_\_\_\_

Street

City

State

Zip

Current Address: \_\_\_\_\_

Street

City

State

Zip

Email address: \_\_\_\_\_

Home Phone \_\_\_\_\_

Current Phone \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_ Anticipated graduation date \_\_\_\_\_

Advisor \_\_\_\_\_ Overall GPA \_\_\_\_\_

Underline term for which you intend to enroll. Fall Spring Summer

Number of internship credits for which you intend to enroll (3, 6, 9, or 12): \_\_\_\_\_

List your two faculty interviewers (to be completed after meeting with Dr. Newell).

1. \_\_\_\_\_

2. \_\_\_\_\_

**The Internship Coordinator will contact you after you have completed your interviews to tell you whether you have been accepted.**

## STATEMENT OF INTERNSHIP OBJECTIVES

- Describe what you expect to accomplish by completing an internship in psychology. Consider objectives that are unique to you as well as those that may be applicable to the majority of students.

List potential sites in order of preference (to be completed after meeting with Dr. Newell)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Relevant Coursework

List your psychology courses, and any other courses that might be relevant to your practicum experience.



**KELLY R. JONES**  
123 Main Street, Apt. 101  
New York, New York 10001  
Mobile: 202-555-1234  
kellyjones@gmail.com

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**OBJECTIVE**

Auditor position in the public accounting field in the Chicago area.

**SUMMARY**

- More than two years of progressive accounting and auditing experience
- Auditor internship with Ernst & Young in New York City
- Magna Cum Laude graduate with BBA in Accounting
- Proficient with MS Office, Windows, and the Internet

**EDUCATION**

**Bachelor of Business Administration in Finance, May 2015**  
**Illinois State University, Normal, Illinois**  
Graduated Magna Cum Laude with a GPA of 3.6 on a 4.0 scale

**Courses included:**

|                       |                                |
|-----------------------|--------------------------------|
| Managerial Accounting | Accounting for Not-For-Profits |
| Financial Management  | Intermediate Accounting I & II |
| Corporate Audit       | Managerial Economics           |
| Accounting I & II     | Internal Audit & Finance       |

**EXPERIENCE**

**Auditor Internship, June 2014-August 2014**  
**Ernst & Young, New York, New York**

- Participated in the annual audit of Omega Megalithic Holdings, including development of the final certification report
- Participated in quarterly audit of Alpha Bank Corporation, including identification and correction of over twenty major accounting errors
- Developed several Excel spreadsheet macros currently in use for reducing entry time and automatically cross-referencing for errors
- Received Employee of the Month award twice—first intern ever to win the award

**Accounts Payable/Bookkeeping Clerk, June 2013-August 2013**  
**Anytown Tax and Bookkeeping Service, Anytown, New York**

- Assisted (via remote) with payroll, tax, and account processing
- Developed automated monthly sales tax payment system
- Implemented Rapid Tax Refund service for individual customers

**ACTIVITIES**

- Vice President, Student Accountancy Chapter, 2014-2015
- Treasurer, Beta Gamma Sigma honors society, 2014-2015
- Dorm Resident Assistant, 2013-2015

## INTERVIEWS WITH SITES

- After you have received departmental approval to go on an internship, you will still need approval from your site. You should schedule two or three interviews with different sites.
- Consider whether other students are competing for your preferred site(s) and how likely you are to be accepted by the sites. You should set up interviews with your second and third-choice sites as well.
- Try to pay attention to your appearance, and do not call interviewers by their first names unless they give you permission to do so.

### Discuss the following with your site interviewers:

#### What duties will you have?

- There is a great deal of heterogeneity among the internships in psychology and there are no specific criteria that need to be met, although, duties should be obviously relevant to academic knowledge in psychology.
- Who will be your site supervisor? Obtain the name and phone number. What training/supervision will you be offered at the site? How much supervision will you be given? Will you have an opportunity to “shadow” the work of an expert? What will you be able to do without supervision?

#### Hours worked and duration of internship:

How much time will you be at the site each week? Certain sites do not accept students for less than 6 credits (e.g., Adelphoi Village). The Indiana County Guidance Center asks that interns make a two-semester commitment to the internship if they desire working within a therapeutic setting with children, but this is not the case for the Partial Hospitalization Program. When regular classes don't meet, you should not be scheduled to work at the internship. Prerequisite coursework varies across sites and may be discussed with the site. Actual requirements may differ from those listed within the site description file.

#### Forms that may be required by a site:

All of the forms take several weeks to process, so it is a good idea to start early.

- a. Pennsylvania Child Abuse History Clearance (Get form from site).
- b. Pennsylvania State Police Request for Criminal Record Check (Get form from site).
- c. Proof of professional liability insurance (in case your clients sue you for malpractice). IUP DOES NOT CARRY ANY PROFESSIONAL LIABILITY INSURANCE FOR STUDENTS. You must be covered under a liability policy during your practicum, whether provided by the site or the student. If necessary, professional insurance is available to psychology student through the American Psychological Association (APA). Fees are very reasonable. Contact Dr. Newell for purchase instructions.
- d. An official contract with IUP may be required by the site, although this is most often true only of new sites. Please inform the department practicum coordinator and provide her with a copy of any contract ASAP. It will require approval by the Provost.

**Special note concerning ethics:**

The student applying for an IUP internship must subscribe to the following Code of Ethics: "As an IUP student, I realize that it is my responsibility to cooperate with my employer and to hold in professional confidence any information gained regarding the business of the firm, institution or agency, and to refrain from using such information in an unethical manner. It is my further responsibility to maintain high personal standards and a willingness to learn on the job. "

**REGISTERING FOR PSYC 493: PSYCHOLOGY PRACTICUM**

- Students are given permission electronically to enroll for specific sections of PSYC: 493. When more than a 3-credit practicum is desired, it is necessary to enroll for two sections of the same course (strange but true!). **You are given permission to enroll for specific sections and if there is a change in the number of credits that you desire, it is necessary to notify the department practicum coordinator before you can enroll.**
- **ALL STUDENTS WILL ENROLL FOR PSYC 493, SECTION 003 (3 CREDITS).**
- Students desiring a 6-credit practicum will enroll also for Section 006 (3 credits). Students desiring a 9-credit practicum will enroll also for Section 009 (6 credits). Students desiring a 12-credit practicum will enroll also for Section 012 (9 credits).
- Summary:
 

|            |                         |
|------------|-------------------------|
| 3 credits  | Section 03              |
| 6 credits  | Section 03 + Section 06 |
| 9 credits  | Section 03 + Section 09 |
| 12 credits | Section 03 + Section 12 |
- Some students may be interning at a site *and* residing more than twenty-five miles away from the main campus. They may apply to be exempted from paying any activity fee **when the internship is the only course** for which the student is enrolled. The activity fee waiver form is available on-line. The health fee waiver form can be obtained in Accounts Receivable, Clark Hall.