

PSYC 4415 Syllabus for Spring 2026

Instructor Information

- **Name:** Rachel Baldrige, M.S.
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- **Faculty Profile:** [Click Here](#)
- **Office Hours:** By Appointment Only

Course Information

Section Information

PSYC 4415

Course Description

The internship course is designed to be taken alongside the external hours and will aid in the application of psychological principles from theory to practice. Integrating the concepts and ideas learned in the classroom and effectively applying this knowledge while on the job will strengthen performance as potential graduate students, and in the workplace, thus enhancing students' overall marketability.

Prerequisites: Must have earned a C or above in PSYC 2300, 3300, and 3200. Students must be of junior or senior standing in the psychology program with a 3.2 minimum PSYC GPA.

Field Internship Requirements: Students who are considered in good standing in the program (i.e., not on academic probation) and have met required criteria are eligible to obtain an internship. The internship program is designed to develop and enhance psychology students' knowledge and application of relevant career choices. Psychology students who have completed relevant classes to their internship of interest and satisfactorily completed required prerequisites are eligible to seek an internship.

Students will require approval from the internship faculty (Professor Baldrige) before they can register for this course. The student **must** meet with the internship instructor to discuss the internship position and to ensure that it meets the internship instructor's expectations, and the program's requirements before a position is considered an internship. The internship instructor **must** approve each internship experience in advance for the student to receive credit towards fulfilling the 120-hour internship requirement. A Notification of Internship form must be completed and turned in to the instructor prior to the student accumulating internship hours. Credit will not be given for previous work experiences.

During the Fall or Spring semester, students should commit to completing a minimum of 120 hours. Alternatively, the student may complete their 120 hours over the summer, but s/he will still have to take the class portion during the following fall semester and complete the academic requirement to gain full credit for the course, otherwise s/he will receive a failing

grade (F), which can impact your GPA.

It is the student's responsibility to secure his/her own internship experience(s). The internship can be any work-related experience that is associated with Psychology. There is a wide range of options. The placement can be in any area of interest providing the experience can be related to psychology. Check with the professor supervising your internship to make sure that the internship experience is acceptable. Internships may be paid or unpaid. Some organizations will require interns to have a certificate of general liability or training to be in compliance with the specific organization rules and regulations. For example, background checks, fingerprinting, basic medical checks, basic safety, and ethics training. It will be the intern's responsibility to find out and complete the necessary requirements in a timely fashion **BEFORE you start working with them.**

The Psychology department will contact the student's internship supervisor (on site) to verify that that/he completed the internship hour requirements and performed adequately. Failure to meet these requirements will result in either failure of the course or an incomplete, depending upon the circumstances. Students will be evaluated by their supervisors and faculty at the end of the semester.

Student Learning Outcomes

- To provide students with practical knowledge in areas relevant to furthering their careers in graduate school.
- Learning gained from this course will enhance the student's knowledge, skills, and abilities needed to be strong competitors for employment. The internship course is designed so that students learn issues related to the implementation and application of course material.
- To share knowledge and discuss relevant strategies to expand career opportunities and choices.

Course Materials & Technology

Textbook Information

No textbook required.

Technology & Equipment Requirements

Canvas: Canvas will be an important component of the course throughout the semester. **All course communication will come via Announcements in Canvas so please check daily.** In addition, grades and supplemental resources are posted on Canvas. Canvas support is available 24/7 by calling 1 (855) 597-3401.

Microsoft Teams: Our meetings will be held via Teams.

Visit the [OIT Services page](#) for a list of Applications and Software available through UTA.

Visit the [UTA Libraries Technology page](#) for a list of items that can be checked out or used at the library.

Assignments & Exams

Internship Log

Once the student has secured an internship, a daily log of internship hours should be kept and maintained throughout the internship experience. The daily log should include activities and achievements, as well as feelings or reactions. For each day, a brief synopsis of the day's activities should be entered including what the student was doing and should also include psychological reactions to the day's events. This activity has been recognized as one of the best ways to learn from experience. Students will be provided with a template excel sheet and will use the sheet format for log entries (log template can be found on Canvas). The final log will be due upon completion of the 120-hour field internship requirement. The instructor will also periodically ask to see log entries throughout the semester to ensure that students are keeping up with their daily entries.

Professional or Academic-Track Assignments

Students will elect to complete assignments in line with either a professional-track or academic-track, depending on their post-graduation plans. See Canvas for more details.

Grading Information

Assignments	Values
Attendance	325 points (25 points per meeting)
Graduate School/Career Research	100 points
Letter of Recommendation/Reference Request	25 points
Personal Statement/Cover Letter & Peer Review	100 points
Resume (Two-Part Assignment)	100 points
Internship Log	150 points
Professional Presentation	150 points
	Total: 1000 points

Students are expected to track their performance throughout the semester, which Canvas facilitates, and seek guidance from available sources, including the instructor, if their performance drops below satisfactory levels. Refer to the [Student Support Services](#) section below.

Final Grade Calculations

Earned Points	Letter Grade
900 – 1000	A
800 – 899	B
700 – 799	C
600 – 699	D
Below 600	F

Should there be any discrepancy between the letter grade that is automatically calculated by Canvas and the syllabus grading scale, the syllabus grading scale will be used to determine your final letter grade.

Do not e-mail the instructor to ask for more points so that you can get the grade that you want. If you want a specific grade, then you need to put in the effort necessary to obtain said grade. I do not round up to the next letter grade so pay close attention to the cut-off for each letter grade.

Late Work Policy

Students are expected to keep track of their performance throughout the semester, which Canvas facilitates, and seek guidance from available sources (including the instructor) if their performance drops below satisfactory levels. **Assignments need to be submitted by the deadlines indicated in Canvas, otherwise students will have 10 points deducted per day that the assignment is late.**

Grade Grievance Policy

Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current [University Catalog: Grades and Grading Policies](#). The grade grievance form can be found [here](#).

Course & University Policies

Attendance Policy

At the University of Texas at Arlington, taking attendance is not required. Rather, each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. For this course, **designated meetings are mandatory, and will be worth 325 points (25 points each meeting). Students must have their cameras on and be seated in front of the camera for the entirety of the meeting in order to avoid being counted absent for the class. Students who are in the meeting with their cameras off, or not seated for the entirety of the meeting will be counted absent. Arriving to the meeting late will result in a deduction of 10 points. Arriving more than 10 minutes late will result in an absence.**

Instructor's Email Policy

Students can expect a reply within 48 hours for emails sent Monday through Thursday, 8am to 5pm. Emails sent between Friday and Sunday can expect a reply by Monday no later than 5pm. If the answer to a student's question can be readily found in the Syllabus and/or Canvas, the student should expect a brief reply of "See Syllabus/Canvas".

Institutional Policies

UTA students should review the [University Catalog](#) and the [Syllabus Institutional Policies](#) page for institutional policies and contact the specific office with any questions. The institutional information includes the following policies, among others:

- Drop Policy
- Disability Accommodations
- Academic Integrity
- Electronic Communication

UTA Honor Code

UTA students are expected to adhere to and observe standards of conduct compatible with the University's functions as an educational institution and live by the [University of Texas at Arlington's Honor Code](#). It is the policy of The University of Texas at Arlington to uphold and support standards of personal honesty and integrity for all students consistent with the goals of a community of scholars and students seeking knowledge and responsibility.

Student Support Services

Student Services Page

The [Student Services page](#) provides links to many resources available to UTA students, including:

- Academic Success
- Counseling and Psychological Services (CAPS)
- Health Services
- Students with Disabilities
- Veteran Services

Students are also encouraged to check out [Career Center](#) resources to enhance their career-readiness, find student employment, search for internships, and more. We encourage [Major Exploration](#) and the use of [Experiential Major Maps](#) to keep students on track for graduation. Refer to the [Graduation Help Desk](#) for more details.

Accessibility of Course Materials

Some course materials, such as PDFs of musical scores, technical drawings, graphs, blueprints, design plans, or artworks (common in fields like drawing, painting, or construction drafting), may not fully comply with all [Web Content Accessibility Guidelines \(WCAG\)](#) requirements.

The University of Texas at Arlington is dedicated to ensuring all students have equal access to information. If you experience any accessibility barriers with course materials, please know that accommodations are available. You can get assistance through the [Student Access and Resource \(SAR\)](#) Center or by contacting your instructor directly. Please don't hesitate to reach out if you need help.

Online Academic Success Guide

Visit the [Online Academic Success Guide](#) to explore a list of helpful tips and resources to help you succeed in your online journey.

Course Schedule

Week	Assignments & Topics for Discussion *All Assignments Due by Class Time on Date Indicated
January 13 th	No Class Meeting to allow for late enrollment
January 27 th	Introductions/Course Syllabus Discussion: Graduate School Application Process & Professional Aspirations Goal-Setting
February 3 rd	Interview Strategies; Virtual Interview
February 10 th	Discussion: Letters of Recommendation & Reference Requests Assignment: Graduate School Spreadsheet/Professional Aspirations Research Due
February 17 th	Discussion: Handshake, Career Services & Other UTA Resources
February 24 th	Discussion: Writing a Personal Statement & Cover Letter Assignment: Letter of Recommendation/Reference Requests

March 3 rd	Discussion: Resumes Assignment: Resume Due
March 10 th	SPRING BREAK – NO CLASS
March 17 th	Discussion: Preparing for a Presentation Assignment Personal Statement/Cover Letter Due
March 24 th	Assignment: Peer-Review of Personal Statement/Cover Letter Due
March 31 st	Assignment: Revised Resume Due Discussion: Professional Wish List

April 7 th	Professional Presentations
April 14 th	Professional Presentations
April 21 st	Professional Presentations
April 28 th	Assignment: Internship Logs Due Schedule Individual Meetings