



SPRING 2024

PSY: 630 Industrial-Organizational Psychology Internship

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Office Hours

Monday – 4:00 PM - 5:00 PM

Wednesday - 1:00 PM - 3:00 PM

Thursday – 12:30 PM -2:30 PM

Link: [Schedule an Appointment](#)

Once you schedule an appointment, it will send you a zoom link for the meeting.

Email me to schedule an appointment if office hours don't work for you.

PSYCHOLOGY DEPARTMENT'S GRADUATE MISSION STATEMENT: The Psychology Department seeks to advance the discipline of psychology as an area of scholarly, professional, and scientific endeavor. Our primary focus is to provide high quality education. We actively engage in the discovery and dissemination of knowledge in the behavioral sciences and encourage research and scholarship by both the faculty and student body. We prepare students for specific careers within psychology, including those in education, research, industry, consulting, and the delivery of clinical services. Our programs are designed to prepare students for lifelong self-education and participation in an increasingly diverse society. The essence of our graduate programs is to stimulate independent, critical, and creative thinking skills. Our graduate programs in Clinical Psychology, Industrial/Organizational Psychology, and General Psychology are expected to lead to significant advances in basic and applied research. Our programs are also designed to provide technical and professional skills essential for maintaining and advancing the quality of life for others.

STUDENT LEARNING OUTCOMES: All graduate Psychology courses are designed to meet specific student learning outcomes consistent with the above stated mission statement. These outcomes represent the skills, knowledge, and attitudes that we believe important to the preparation of Psychology professionals. **PSY630, I/O Internship**, is designed to meet the following student learning outcomes:

***I. Basic Foundations of Psychology** – I/O Psychology graduate students will be able to use the concepts, terminology, and major theories of the discipline to account for psychological phenomena especially in the workplace.*

***III. Professional Skills** – I/O Psychology graduate students will be able to:*

B) able to appraise the quality of various solutions to problems and select an optimal strategy

C) able to recommend or develop courses of action that could produce beneficial outcomes

D) be well prepared to practice in their field by demonstrating effective communication skills, business writing skills, effective consulting and project management skills.

COURSE DESCRIPTION: This course is designed to expose the I/O students to a variety of work experiences in the workplace. It is, therefore, a transition point from the academic to the “real world” in terms of I/O training.

The Master of Science program in Industrial/Organizational Psychology at West Chester University requires an internship placement in a business, industrial, higher education or government setting. Graduate students are eligible for internships after completing the first year of graduate coursework for the M.S. in Industrial/Organizational Psychology. This coursework includes courses in Industrial Psychology, Organizational Psychology, two courses in Statistics, and courses in Assessment/Training and/or Workplace Stress. The following points summarize the main elements of internship placements:

Requirements of the Industrial/Organizational Internship

1. Interns are expected to devote a *minimum of 300 hours total* to the host site, for a *minimum* of 12 weeks, with a *minimum* 20-hours per week commitment. These minimums are in place so that you are interacting with the organization frequently enough and long enough to see some results of your work. Obviously, to accumulate a total of 300 hours, you will need to exceed at least one of the 12 week/20 hours per week minimums. Note that all time need not be spent on site.
2. Interns are expected to be assigned to and carry out professional level work. Clerical duties are appropriate only to the extent that other professionals engage in similar activities.
3. Interns are expected to participate in the full range of professional activities available, including staff meetings, client meetings, etc.
4. Interns are expected to be assigned to projects for which they have substantial responsibility. Such assignments might include talent assessment, employee recruitment, the development of a training manual, the design of a program to evaluate training, the study of a test validation procedure, the analysis of a set of jobs, the design of a performance feedback system, analyses of selection practices, coaching or training of leaders, and so forth.
5. Interns are expected to maintain a time/activity log which serves as feedback to both the site and campus supervisor. **Site supervisors should plan to provide written evaluative comments regarding the intern's performance every two weeks, based on direct observations and the log as well as one final internship evaluation.**
6. Interns are expected to receive compensation commensurate with the contribution they make to the host site. Whereas compensation at the same rate as a full-time employee is not always possible, some acknowledgement of benefit to the host site is reasonable. The intern and site supervisor negotiate the exact compensation arrangement.
7. Students are expected to submit an **internship overview paper** upon completion of the internship. The purpose of this paper is for you to provide a description of the work and projects accomplished at the internship site. It provides you an opportunity to reflect on the benefits of the internship, and skills you believe you acquired while participating in the internship. The following questions should be addressed in your paper –
 - a. Describe the positives and negatives of the internship work.
 - b. Describe one project/assignment that you completed at your internship and how it was directly related to your coursework in I/O Psychology.
 - c. Describe how this internship experience will be beneficial for your career goals.
 - d. Any other relevant comments about the internship you wish to provide.
 - e. The final paper should be approximately 4-5 double spaced pages in length, 11-12 Times New Roman font and 1-inch margins (excluding title page and references). Please indicate the following on the title page of the report:
 - i. **Name:**
 - ii. **Program:**
 - iii. **Internship Site Name:**
 - iv. **Dates of Internship:**
 - v. **Site Supervisor: Name** _____ **Email** _____ **Phone Number** _____
 - vi. **Report Completion Date:**
8. Grades will be based on supervisor's bi-weekly (every other week) and summary evaluations and the intern's final overview paper.

SAMPLE Internship Evaluation Form

To be completed by the intern.

Intern's Name and Position: _____

Company Name: _____

Supervisor's Name and Title: _____

Supervisor's Telephone and Email: _____

Number of hours worked for two-week period _____ (/ / to / /)

Projects completed during the two-week period:

-
-
-
-
-
-

To be completed by the supervisor.

Please rate the intern's performance on the following items, by **highlighting** (to send electronically) or circling your rating, using the following scale:

1 = Poor 2 = Fair 3 = Average 4 = Very Good 5 = Excellent

Quality of work:	1	2	3	4	5	NA
Level of effort:	1	2	3	4	5	NA
Ability to learn:	1	2	3	4	5	NA
Attitude to work:	1	2	3	4	5	NA
Punctuality:	1	2	3	4	5	NA
Organization:	1	2	3	4	5	NA
Judgment:	1	2	3	4	5	NA
Interaction with others:	1	2	3	4	5	NA
Computer/technical skills:	1	2	3	4	5	NA
Written communication skills:	1	2	3	4	5	NA
Oral communication skills:	1	2	3	4	5	NA
Overall performance:	1	2	3	4	5	NA

Please feel free to add any further comments:

Supervisor's Signature: _____ Date: _____

Return form to Dr. Vipanchi Mishra vmishra@wcupa.edu

I/O Psychology Internship Supervisor Final Evaluation

Student name:

Supervisor Name:

Dates of experience (month/year) From:

To:

Please check or 'X' the appropriate response for the student you are reviewing:

	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable
Reliability					
reliable	_____	_____	_____	_____	_____
volunteered extra time	_____	_____	_____	_____	_____
regularly punctual	_____	_____	_____	_____	_____
Attitude					
enthusiastic	_____	_____	_____	_____	_____
interested	_____	_____	_____	_____	_____
Contributions to organization					
significant contributions	_____	_____	_____	_____	_____
met expectations	_____	_____	_____	_____	_____
Response to mentoring					
seeks professional guidance	_____	_____	_____	_____	_____
responds well to feedback	_____	_____	_____	_____	_____
asks appropriate questions	_____	_____	_____	_____	_____
	Excellent	Good	Fair	Poor	Not Applicable
Competencies					
theoretical foundations	_____	_____	_____	_____	_____
knowledge of techniques	_____	_____	_____	_____	_____
improves with practice	_____	_____	_____	_____	_____
potential for growth	_____	_____	_____	_____	_____
Relationships					
with mentor	_____	_____	_____	_____	_____
with other staff	_____	_____	_____	_____	_____
Ethics					
ethical awareness	_____	_____	_____	_____	_____
ethical behavior	_____	_____	_____	_____	_____
Communication Skills					
written communication	_____	_____	_____	_____	_____
oral communication	_____	_____	_____	_____	_____

Thank you for completing this form. Feel free to provide additional comments on a separate page. Return electronically to vmishra@wcupa.edu or mail to Dr. Vipanchi Mishra, Psychology Department, 527 Wayne Hall, West Chester University, West Chester, PA 19383.

ACADEMIC & PERSONAL INTEGRITY

It is the responsibility of each student to adhere to the university's standards for academic integrity. Violations of academic integrity include any act that violates the rights of another student in academic work, that involves misrepresentation of your own work, or that disrupts the instruction of the course. Other violations include (but are not limited to): cheating on assignments or examinations; plagiarizing, which means copying any part of another's work and/or using ideas of another and presenting them as one's own without giving proper credit to the source; selling, purchasing, or exchanging of term papers; falsifying of information; and using your own work from one class to fulfill the assignment for another class without significant modification. Proof of academic misconduct can result in the automatic failure and removal from this course. For questions regarding Academic Integrity, the No-Grade Policy, Sexual Harassment, or the Student Code of Conduct, students are encouraged to refer to the Department Undergraduate Handbook, the Undergraduate Catalog, the Ram's Eye View, and the University website at www.wcupa.edu.

STUDENTS WITH DISABILITIES

If you have a disability that requires accommodations under the Americans with Disabilities Act (ADA), please present your letter of accommodations and meet with me as soon as possible so that I can support your success in an informed manner. Accommodations cannot be granted retroactively. If you would like to know more about West Chester University's Services for Students with Disabilities (OSSD), please visit them at 223 Lawrence Center. Their phone number is 610-436-2564, their fax number is 610-436-2600, their email address is ossd@wcupa.edu, and their website is at www.wcupa.edu/ussss/ossd. In an effort to assist students who either receive or may believe they are entitled to receive accommodations under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, the University has appointed a student advocate to be a contact for students who have questions regarding the provision of their accommodations or their right to accommodations. The advocate will assist any student who may have questions regarding these rights. The Director for Equity and Compliance/Title IX Coordinator has been designated in this role. Students who need assistance with their rights to accommodations should contact them at 610-436-2433.

INCLUSIVE LEARNING ENVIRONMENT AND ANTI-RACIST STATEMENT

Diversity, equity, and inclusion are central to West Chester University's mission as reflected in our [Mission Statement](#), [Values Statement](#), [Vision Statement](#) and [Strategic Plan: Pathways to Student Success](#). We disavow racism and all actions that silence, threaten, or degrade historically marginalized groups in the U.S. We acknowledge that all members of this learning community may experience harm stemming from forms of oppression including but not limited to classism, ableism, heterosexism, sexism, Islamophobia, anti-Semitism, and xenophobia, and recognize that these forms of oppression are compounded by racism.

Our core commitment as an institution of higher education shapes our expectation for behavior within this learning community, which represents diverse individual beliefs, backgrounds, and experiences. Courteous and respectful behavior, interactions, and responses are expected from all members of the University. We must work together to make this a safe and productive learning environment for everyone. Part of this work is recognizing how race and other aspects of who we are shape our beliefs and our experiences as individuals. It is not enough to condemn acts of racism. For real, sustainable change, we must stand together as a diverse coalition against racism and oppression of any form, anywhere, at any time.

Resources for education and action are available through WCU's [Office for Diversity, Equity, and Inclusion](#) (ODEI), DEI committees within departments or colleges, the student [ombudsperson](#), and centers on campus committed to doing this work (e.g., [Dowdy Multicultural Center](#), [Center for Women and Gender Equity](#), and the [Center for Trans and Queer Advocacy](#)). Guidance on how to report incidents of discrimination and harassment is available at the University's [Office of Diversity, Equity and Inclusion](#).

EXCUSED ABSENCES POLICY

Students with an excused absence verified by either by the Office of Educational Accessibility (OEA; formerly OSSD) or the Office of Student Assistance will be able to make accommodations with Dr. Mishra course absences.

- If you require accommodations under the Americans with Disabilities Act (ADA), please obtain a letter of accommodations from the Office of Educational Accessibility (OEA) so that I can assist you in the event of an excused absence. You can contact them via email, phone (610-436-2433) or visit their website to request a letter of accommodations.
- If you are experiencing a difficult, personal time, please submit a form to the WCU Office of Student Assistance via their website. This signed form will protect you as a student from being penalized for missing classes due to repeated excused absence reasons, and it will also allow your professors to make accommodations as appropriate. This is separate from an OEA accommodation.

Students are advised to carefully read and comply with the excused absences policy, including absences for university- sanctioned events, contained in the WCU Undergraduate Catalog. In particular, please note that the “responsibility for meeting academic requirements rests with the student,” that this policy does not excuse students from completing required academic work, and that professors can require a “fair alternative” to attendance on those days that students must be absent from class in order to participate in a University-Sanctioned Event. See WCU [Excused Absence Policy](#) for University sanctioned event.

REPORTING INCIDENTS OF SEXUAL VIOLENCE

West Chester University and its faculty are committed to assuring a safe and productive educational environment for all students. In order to meet this commitment and to comply with Title IX of the Education Amendments of 1972 and guidance from the Office for Civil Rights, the University requires faculty members to report incidents of sexual violence shared by students to the University's Title IX Coordinator. The only exceptions to the faculty member's reporting obligation are when incidents of sexual violence are communicated by a student during a classroom discussion, in a writing assignment for a class, or as part of a University-approved research project. Faculty members are obligated to report sexual violence or any other abuse of a student who was, or is, a child (a person under 18 years of age) when the abuse allegedly occurred to the person designated in the University protection of minors policy. Information regarding the reporting of sexual violence and the resources that are available to victims of sexual violence is set forth at the webpage for the Office of Diversity, Equity, and Inclusion at https://www.wcupa.edu/_admin/diversityEquityInclusion/aboutUs.aspx.

EMERGENCY PREPAREDNESS

All students are encouraged to sign up for the University’s free WCU ALERT service, which delivers official WCU emergency text messages directly to your cell phone. For more information, visit www.wcupa.edu/wcualert. **To report an emergency, call the Department of Public Safety at 610-436-3311.**

ELECTRONIC MAIL POLICY

It is expected that faculty, staff, and students activate and maintain regular access to University provided e-mail accounts. Official university communications, including those from your instructor, will be sent through your university e-mail account. You are responsible for accessing that mail to be sure to obtain official University communications. Failure to access will not exempt individuals from the responsibilities associated with this course.