

**STUDENT HANDBOOK FOR**

**PSYCHOLOGY 495**

**FIELD EXPERIENCE IN  
PERSONNEL PSYCHOLOGY**

**COURSE INSTRUCTOR:  
TAHIRA M. PROBST**

**SPRING, 2011**

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*\*Indicates form must be returned to the instructor after filling out.*

**TIMELINE OF EVENTS:  
WHAT YOU NEED TO DO TO ENROLL IN PSYCH 495**

**THE FOLLOWING STEPS MUST BE COMPLETED DURING THE FALL TERM  
BEFORE YOU WILL BE ALLOWED TO ENROLL IN PSYCH 495.**

1. During Fall Advising, inform Dr. Probst that you are interested in enrolling in Psych 495. She will then reserve a spot in the course for you. There are only 20 spots available in the course, and they are given out on a first come – first served basis.
2. Read the entire Psych 495 Handbook. Please do not email the instructor with questions that are already answered in the Handbook!
3. Begin contacting potential placement sites. This process can take several weeks, so plan ahead accordingly. You can utilize the list of contacts provided in this handbook, or use your own network of contacts.
4. Secure a site and inform Dr. Probst of the location and tentative responsibilities, so she can approve the site and ensure it meets the criteria for a valuable internship experience.
5. Complete all paperwork required to enroll.
  - Learning Agreement
  - Participation Agreement
  - Release of Liability
6. Once your paperwork is completed, Dr. Probst will provide you with the Course Schedule Line # (SLN) to enable you to enroll in Psych 495.
  - Note: SLNs will NOT be given to students until ALL paperwork is completed and given to Dr. Probst. Therefore, it is in your best interest to complete this as soon as possible to ensure your enrollment in the class.

**PSYCHOLOGY 495**  
**FIELD EXPERIENCE IN PERSONNEL PSYCHOLOGY**  
**SPRING, 2011**  
Every Other Tuesday, 9.10 - 10.25 am

**Instructor Information**

<b>Instructor</b>	Tahira Probst, Ph.D.
<b>Office</b>	VCLS 208K
<b>Phone</b>	360/546.9746
<b>E-mail</b>	probst@vancouver.wsu.edu
<b>Office hours</b>	TU/TH 11.00-12.00, and by appt.

**Field Experience in Personnel Psychology (495) versus Internship (496)**

Psychology students complete *Field Experience in Personnel Psychology* (Psych 495) before *Cooperative Education Internship* (Psych 496). Psychology 495 includes semi-structured group meetings held every other week, site visits, and individual meetings with the instructor. Psych 495 can be taken for 2 to 6 credits, and may be repeated for a maximum of 6 credits. Psych 495 covers topics and issues (e.g., role of HR, resume writing, workplace diversity) essential for professional development in personnel psychology and human resource management; therefore, psychology students are required to complete one semester of Psych 495 before enrolling in the less structured and more independent Psychology Internship (496).

**General Description of Psych 495: Field Experience in Personnel Psychology**

In this course, students gain academic credit for supervised training and experience in human resource settings. Additional course requirements are incorporated to enhance and maximize students' applied learning experiences. Specific goals include:

- 1) Learning to apply knowledge gained from coursework to a field setting
- 2) Acquiring practical skills that will make you a better human resource or business professional.
- 3) Professional growth through group and individual discussions, assignments, and evaluation feedback

## Required Texts

Probst, T. M. (2011). *Student Handbook for Psychology 495*. (what you are reading now!)

WetFeet, Inc. (2008 edition). *Careers in Human Resources*. (\$24.95; available online at [www.wetfeet.com](http://www.wetfeet.com) as .pdf or hard copy book). Direct URL: <http://shop.wetfeet.com/Browse/Industries-and-Careers--Specific/Careers-in-Human-Resources.aspx>

## Course Prerequisites

Due to the specialized nature of the field experience, it is critical that students have a solid foundation in personnel psychology or human resource management. This foundational knowledge can be obtained through the completion of either Psych 306 “Introduction to Industrial Psychology” or Mgt 450 “Personnel and Human Resources Management”. Successful completion of one of these courses (i.e., a passing grade) is required prior to enrollment.

## Course Requirements

### 1. Provide service in an approved setting.

If you have not already selected a placement, you may select one from a list available from your instructor. If you wish to work in a setting that is not on the list, you must clear it with the course instructor to be guaranteed course credit. On-site supervision must be provided by human resource personnel, or other professionals competent to provide supervision. An acceptable field experience site is one where you: (1) learn new information/skills related to the field of HR, and (2) receive ongoing, systematic supervision from an HR professional.

### 2. Complete the total number of hours of service required.

For each credit hour, students are expected to work three hours per week (i.e., direct work with HR personnel or employees, supervision, reading preparation, attendance at class meetings). To earn three (3.0) hours of academic credit, students work an average of 9 hours per week. For the student obtaining a B.A. in Social Sciences (PPHRM major), the first three credits of Psychology 495 credit will fulfill one of the “Choose 3” Psychology electives. For students obtaining a B.S. in Psychology, all Psychology 495 hours are elective credits.

### 3. Attend regular class meetings.

Part of professional preparation involves addressing practical issues such as resume writing, finding a job in HR, employee relations, diversity, career development, and other concerns that may arise in your setting. Therefore, we have integrated a classroom component into the field experience course requirements that is aimed at giving you more complete professional preparation than you would otherwise gain without the course component. Attendance at class meetings is required. More than two absences will result in **failure** of this course except in very unusual and well-documented circumstances.

4. Complete four monthly reports.

Monthly reports include a record of days/hours worked each week. In addition, you have journal assignments that you will hand in with your time record. The format for monthly reports appears in **Appendix A**. Specific assignments for written entries are on the course schedule and should each be 1-2 pages in length. Monthly reports are due during class meetings on the days indicated on the course schedule. For example, your first monthly report is due **January 25** and will include your January time report, as well as your Week 1 and 3 journal entry assignments. *If you are unable to attend class for some reason, make sure you hand in your monthly assignment to the instructor as specified on the schedule.*

5. Complete "Field Experience Site Profile."

See **Appendix B** of the Syllabus. Due **April 19**.

6. Complete & turn in the following paperwork (included in your Student Handbook).

- 1) Participation Agreement
- 2) Field Education Learning Agreement\*
- 3) Release of Liability
- 4) Final evaluation (at end of semester)\*

\*A copy will be retained by the psychology program.

Complete the first three items before the semester begins. The final evaluation is completed by your primary field supervisor. (Do not underestimate the importance of these evaluations, as they could be used as a basis for letters of recommendation.) Completed evaluations should be received in the Psychology office by the date of our last scheduled meeting. Evaluations are kept confidential by the psychology program.

7. Individual meetings with instructor and site visit.

During the course of the semester, we will have meetings with you and your supervisor at your field site. It will be up to you to schedule a time when you, your supervisor, and your instructor can together meet at your field site. Following the site visit, we may have individual meetings with you if you request or if it appears otherwise necessary. We have these meetings for two reasons: one, it helps keep the lines of communication open between all parties so that all are aware of your progress; it also allows us to visit your field site and ensure that you are receiving a quality experience and adequate supervision. More details on these meetings and times will be given in class.

8. Create a resume.

Prior to our Week 13 class, create or update your resume. Make sure it reflects the experience and skills you have gained in your field setting. This is due on **April 5**.

## Grades

Psychology 495 is graded on a "Pass/Fail" basis. To "Pass," or receive academic credit, students must complete all course requirements, including attending class meetings. These assignments are in keeping with the goals of the course.

**Psychology 495: Field Experience in Personnel Psychology**  
Spring 2008 Schedule

<u>Week/Topic</u>	<u>Class Topic &amp; Journal Assignment</u>	<u>Other Assignments</u>
<b>Week 1: (1/11)</b>	<p><b>GETTING STARTED</b>  <b>IN YOUR JOURNAL, WRITE ABOUT...</b>            Why did you choose your placement?            In which area of HR will you be working?            What are your goals for field experience?            Discuss your goals with your supervisor and write your impressions of his/her response.</p>	<p><b>READ:</b>  <i>HR at a Glance</i>  <i>The Role</i></p> <p><i>Submit paperwork</i></p>
<b>Week 3: (1/25)</b>	<p><b>HR GENERALISTS VS. SPECIALISTS</b>  <b>IN YOUR JOURNAL, WRITE ABOUT...</b>            Is your site supervisor an HR Generalist or HR Specialist? Describe some of his/her day-to-day activities to support your classification. Would you prefer to work as a generalist or specialist? Why?</p>	<p><b>READ:</b>  <i>On the Job</i></p> <p><i>First monthly report due</i></p>
<b>Week 5: (2/8)</b>	<p><b>EMPLOYEE MOTIVATION AND LABOR RELATIONS</b>  <b>IN YOUR JOURNAL, WRITE ABOUT...</b>            Ask three people at your site (from different areas within the organization) to describe the level of employee motivation. Also, describe labor-management relations.</p>	<p><b>READ:</b>  <i>The Workplace</i></p>
<b>Week 7: (2/22)</b>	<p><b>WORKPLACE DIVERSITY</b>  <b>IN YOUR JOURNAL, WRITE ABOUT...</b>            Describe the demographic composition of employees at your site. Does your organization have an Affirmative Action plan? If so, ask your supervisor about utilization analyses. Also, ask if your site provides diversity training for employees.</p>	<p><i>Second monthly report due</i></p>
<b>Week 9: (3/8)</b>	<p><b>SITE VISITS: No CLASS</b>  <b>IN YOUR JOURNAL, WRITE ABOUT...</b>            Free writing: choose a topic related to your setting and write approximately 1 page.</p>	
<b>Week 11: (3/22)</b>	<p><b>INDIVIDUAL MEETINGS: No CLASS</b>  <b>IN YOUR JOURNAL, WRITE ABOUT...</b>            Reflect on your experiences with your supervisor. What sorts of expectations did you have of your supervisor? How well have your expectations been met? How might your supervisor describe his/her experiences with <u>you</u>?</p>	<p><i>Third monthly report due: Deliver to VCLS Rm. 208 Student Drop Box</i></p>

<b>Week 13: (4/5)</b>	<b>CREATING/UPDATING YOUR RESUME</b> Bring in a copy of your resume. Be sure to update it based on your field experience at your site. In class, we will review each other's resumes and talk about different types of resumes. We will also discuss how resumes are used in the HR recruitment process.	<b>READ:</b> <i>Getting Hired</i>  <i>Hand in resume</i>
<b>Week 15: (4/19)</b>	<b>WRAP UP, INFORMATION DAY</b> <b>IN YOUR JOURNAL, WRITE ABOUT...</b> Reflect on your field experience-- How has your experience influenced your future plans? Re-read your Week 1 journal entry. Were your goals met?	<i>Final Eval due</i> <i>Report 4 due</i> <i>Site Profile due</i>
<b>Week 17: (5/1)</b>	<b>FINAL EXAM WEEK – NO CLASS</b>	

### Additional WSU Course Policies

WSU Policy on Student's with Disabilities: Appropriate academic accommodations are available for students who have a documented disability. If you need accommodations for this course, please notify me during the first week of class. Students requiring special accommodations due to a disability should contact the Disability Services Program Coordinator (VSSC Lower Level, 546-9138) to make accommodations.

WSU Policy on Academic Dishonesty: Students are expected to uphold the WSU standard of conduct relating to academic dishonesty (see WSU Student Handbook, WAC 504-26-404). Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted work, examinations, reports, and projects must be that student's own work. Students are guilty of violating the honor code if they:

- Represent the work of others as their own.
- Use or obtain unauthorized assistance in any academic work.
- Give unauthorized assistance to other students.
- Modify, without instructor approval, an examination, paper, record or report for the purpose of obtaining additional credit.
- Misrepresent the content of submitted work.

**The penalty for violating the honor code is severe.** The first offense will result in a grade of zero on the assignment/exam in question. A second offense will result in a failing grade for the course. All offenses will be reported to the Office of Student Affairs. If a student is unclear about whether a particular situation may constitute an honor code violation, the student should meet with the instructor to discuss the situation.

WSU Student Conduct Code: Behavior that violates the WSU Standards of Conduct for Students will be reported to the appropriate authority. (See the Student Handbook for complete information). Instructors or students encountering behavior that poses an imminent threat to either the violator or someone else in the class should contact the Public Safety Department.

**Appendix A: Monthly Report Format (Example)**  
**Psychology 495**  
*(Monthly reports, including written assignments, must be typed and signed by BOTH supervisor and student)*

**Report/Date** Monthly Report #1, Due January 25  
**Student Name** Stu Dent  
**Practicum Site** Foster Farms  
**Supervisor(s)** Jo Waddell & Valerie Norris

<b>Date</b>	<b>Hours</b>	<b>Activities</b>
9/8 (Wed)	8am-4pm 8 hrs	Training - Review of Foster Farms employment policies
9/13 (Mon)	1:25pm-2:40pm 7pm-8:15pm 2 hrs, 30 min	Class Complete paperwork
9/22 (Wed)	5pm-8pm 3 hrs	Training - Diversity issues, ethical dilemmas
9/23 (Thurs)	5pm-8pm 3 hrs	Training – Labor relations
9/22 (Thurs)	1pm-4pm 3 hrs	Attended pre-employment screening interviews
9/24 (Fri)	9am-noon 3 hrs	Compiled data from employee satisfaction survey
9/27 (Mon)	9am-noon 1:25pm-2:40pm 4 hrs, 15 min	Write up first draft of Satisfaction Survey results Class
<b>TOTAL HRS</b>	<u>26.75 hrs</u>	

\_\_\_\_\_  
 Supervisor Signature

\_\_\_\_\_  
 Student Signature

## **Appendix B: PSYCHOLOGY 495 ASSIGNMENT: SITE PROFILE**

The goal of this assignment is to provide a general description of your placement (e.g., organizational mission, staff, employee description), and information about a specific topic relevant to your placement (e.g., employee satisfaction surveys; pre-employment screening; legal issues). You will present this information in a 2-3 page "Field Site Information Sheet." All Information Sheets will be stored in a filing cabinet that will be accessible to other students in Psychology. Information Sheets will be a valuable resource for those students who plan to do field work in the future. Information Sheets should be organized according to the outline below. On the date that information sheets are due, prospective Psych 495 students will be invited to class to learn about the different placements available. You are encouraged to bring additional literature about your field placement (e.g., company brochures, manuals, etc).

### **FIELD EXPERIENCE SITE/SUPERVISOR**

Provide the name of your placement site, and the name, title, and phone number of your supervisor. Where does your supervisor "fit in" within the organizational structure of the placement? Is HR considered a "strategic partner" within the organization?

### **MISSION OF PLACEMENT SITE**

Briefly, state the mission of your placement site. You are encouraged to use the formal "mission statement" adopted by your placement site. If no formal mission statement is available, construct one with the help of your supervisor. What products or services does your site manufacture or provide?

### **HR STAFF DESCRIPTION**

Describe the educational background and/or professional titles of the individuals who work at your field site placement. What proportion of employees hold bachelors, masters, or doctoral degrees? What is your title, and where do you fit in within the organization?

### **EMPLOYEE DESCRIPTION**

Describe the employees at your field site. Describe the demographic profile of employees in your organization. Are they blue or white collar workers? Native English speakers or non-Native speakers? What proportion of employees are union vs. non-union, supervisory vs. line-workers, etc. What proportion of employees is male? female? You are encouraged to report actual numbers or proportions of different types of employees. You may use figures or charts for illustration.

### **YOUR RESPONSIBILITIES**

What are your responsibilities at your field site? What proportion of your time is spent in each of these activities?

### **SPECIFIC TOPIC (AT LEAST ONE REFERENCE)**

Present information on a specific topic that you were involved in at your field site (e.g., employee satisfaction surveys; pre-employment screening; legal issues). Use at least one chapter from a professional book or journal article as a reference to substantiate this information. If you have questions about what constitutes an acceptable reference, ask the course instructor.

**Field Based Learning in Industrial/Organizational Psychology:  
Field Experience in Personnel Psychology (495) and Cooperative Education Internship (496)**

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Students majoring in Psychology or Personnel Psychology / Human Resource Management who are interested in gaining field experience in the areas of industrial/organizational psychology or human resource management may work under the title of *Field Experience in Personnel Psychology* (Psych 495) or *Cooperative Education Internship* (Psych 496). *Field Experience in Personnel Psychology* and *Internship* both offer students the opportunity to apply what they learn in the classroom to field placements in a range of human resource, consulting, and other organizational settings.

**Field Experience in Personnel Psychology (495) and Internship (496): How are they different?**

The main difference between the two field experiences is that the Field Experience is much more closely supervised than the Internship. The Field Experience in Personnel Psychology includes:

- a mandatory, bi-weekly meeting with the course instructor and other field experience students
- site visits
- individual meetings with the Instructor
- 45 hours of field work per credit (2 to 6 credits each semester, repeated for a maximum of 6 credits)

On the other hand, Internship students:

- do not have class meetings
- meet with the Intern Coordinator on an “as-needed” basis
- may sign up for 1 to 4 credits (up to a maximum of 12 credits) and are expected to complete 50 hours of field work per credit

Because the Field Experience in Personnel Psychology provides more intensive supervision and instruction, *the Psychology Program strongly recommends that students begin their field work with at least one semester of Field Experience in Personnel Psychology*, after which they may complete field work under Psychology Internship. Exceptions to this recommendation must be pre-approved by the Psychology department. It is also the policy of the Psychology Department not to place academically deficient students in an internship or field experience.

**How do I locate a placement?**

Field placements may be selected from the list of approved sites. If you wish to work in a setting that is not on the list, contact the instructor. The setting that you select should provide you with hands-on experience related to the fields of I/O psychology or HR management. In addition, on-site supervision must be provided by competent HR professionals within the organization. Finally, credit is typically *not* given for work completed as part of on-going paid employment.

**Will my field placement require a background check?**

WSU does not perform a background check. However, individual sites may choose to do so and will be responsible for performing such checks as required by law.

**Program Requirements**

Number of hours

- For each credit hour, students are required to complete 45 hours of field-based work (averaging out to 3 hours per week), plus attend bi-weekly classroom meetings

Complete four monthly reports and written assignments

- Monthly reports include days/hours worked per week and written journal entries. A brief (2-3 page) “Site Profile” writing assignment is also required. Finally, students are required to develop/update their resume.

Paperwork

- The following forms must be completed: (1) Participation Agreement, (2) Field Education Learning Agreement; (3) Release of Liability; and (4) Final Evaluation.

Individual meetings with instructor and site visit

- Students are required to schedule a meeting between the student, the field supervisor, and course instructor. Following the site visit, the instructor will hold individual meetings with students during regular class time.

**Grades**

Psych 495 is graded on a Pass/Fail basis. To “Pass” or receive academic credit, students must complete course requirements, *including attending scheduled meetings*.

**Faculty Advisor:**

Tahira M. Probst, Ph.D. CL208K; (360) 546-9746; probst@vancouver.wsu.edu

**List of Potential Placement Opportunities**

<u>Public Organizations</u>	<u>Contact Name</u>	<u>Phone Number</u>
C-Tran	Sandi Free	(360) 906-7402
Camas School District	Rita Pakenen	(360) 833-5400x2010
City of Longview	Robbie Berg (WSUV Grad)	(360) 442-5020
City of Vancouver	Kathy Goldin	(360) 619-1012
Clark College	Katrina Golder	(360) 992-2325
Clark County Sheriff's Office	Breanne Thornsbury	(360) 397-6034
Dept of Transportation	Kim Shafer	(360) 905-2221
ESD 112	Karen Schwartzrock	(360) 750-7500
Port of Vancouver	Jonathan Eder	(360) 992-1130
Portland Police Bureau	Personnel Division	(503) 823-0333
Vancouver Chamber of Commerce	Beth Quartarolo	(360) 567-1050
Vancouver Office of the Sheriff	Breanne Thornsbury	(360) 397-6034
WSU Vancouver	Angie Currie	(360) 546-9587
<u>Health Care</u>		
Express Home Help (Tualitin)	Ann Nordquist	(503) 612-2005
Family Physicians Group	Julie Boys	(360) 750-3388
Kaiser Permanente	Brandon Byars	(503) 813-2261
Legacy	Diana Gill (dgill@lhs.org)	(360) 487-1000
SW Medical Center	Rich Gibler	(360) 514-3135
St. Johns Medical Center (Longview)	Miriam Schatz	(360) 414-7953
Vibra Specialty Hospital	Heidi Levan	(503) 257-5622
Vancouver Clinic	Julie Barry	(360) 604-1679
Vancouver Eye Care	Kimberly Lynch	(360) 823-2001
<u>Corporations/Business</u>		
Banfield, The Pet Hospital	Suzanne Housty	(503) 922-5235
Boeing	Susan Shaffer	(971) 246-2634
C-Tech	Ruth-Ann Butler	(360) 833-1600x207
Columbia Vista Corporation	Devin Sanders	(360) 892-0770x114
Danner Shoe Manufacturing	Mary Newlean	(503) 262-0110x1340
Hilton (Vancouver)	Alia Massengale	(360) 828-4371
Hilton (Vancouver)	Irene Chrest	(360) 828-4370
Holland Partner Group	Shelli Martin	(360) 992-7456
HR Basics	Julie McCord	(360) 695-1013
Kelso Red Lion Hotel	Katie Reddout (WSUV Grad)	(360) 636-4400
Lacamas Credit Union (Camas)	Tammy Janecki (WSUV Grad)	(360) 817-5993
Leatherman	Penny Robertson	(503) 408-5472
LifePort, Inc. (Woodland)	Diana McClenahan	(360) 225-1212
Lucy Activewear (downtown Portland)	Sarah Laughlin (sarah.laughlin@lucy.com)	(503) 961-6439
PML Microbiologicals (Wilsonville)	Jennifer Burris	(503) 570-2500x189
Safeway	Cecilia Galego	(503) 657-6363
SEH America	Gary Jenks	(360) 883-7050
Silver Eagle Manufacturing	Darlene Schwieterman	(503) 335-2121
The Columbian	Denise Sandvig	(360) 694-3391
The Management Group, Inc.	Wendy Henderson	(360) 397-0332
The Stoller Group (Tualitin)	Tina White	(503) 612-1411
UPS	Jeff Grant	(503) 737-6143
Willamette Dental (Hillsboro)	Marty Peiffer	(503) 952-2160
<u>Non-Profit Organizations</u>		
American Red Cross	Diane Lins	(360) 693-5821
Columbia River Mental Health	Claire Gallo	(360) 993-3041
OMSI (downtown Portland)	Lisa Hobbs	(503) 797-4667
Partners in Careers	Beth Taylor	(360) 696-8417
YWCA Clark County	Mary Baddgor	(360) 906-9107

*Note: Not all of these organizations will have openings each semester; but, they might be able to direct you to another similar organization that does. As soon as you have a potential placement lined up, contact Tahira Probst (546-9746) to discuss your field setting and responsibilities. Angie Sperandio-Hart, the College Relations Director of SWHRMA, is also a good person to contact as you search for internships (asperandiohart@yahoo.com).*

## **PSYCHOLOGY 495: FIELD EXPERIENCE IN PERSONNEL PSYCHOLOGY INFORMATION FOR FIELD SUPERVISORS**

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### ***What is a Field Experience In Personnel Psychology?***

A Field Experience in Personnel Psychology is a supervised experience for students to work in local industries and organizations. The experience must allow the student to learn in a “hands-on” fashion about the application of personnel psychology and human resource management principles to the work environment.

### ***How does a Field Experience differ from an Internship?***

A Field Experience is more closely supervised by the course instructor at WSU Vancouver than an Internship. In addition to their field work, students are required to attend bi-weekly classroom meetings, write monthly reports, and arrange a site visit for their instructor to evaluate their field placement experience.

### ***What criteria are used to determine if a field experience is “appropriate”?***

Field placements should:

- be related to the student’s career and educational goals
- expand the student’s technical or professional skills in human resources
- broaden the student’s professional network
- require the student to draw upon classroom learning
- include close supervision and mentoring

### ***How might a Field Experience student benefit my organization?***

Field Experience students bring enthusiasm, up-to-date knowledge, and a strong desire to learn to the work setting. Since the average age of WSUV students is 32, many students also bring both a strong work history and a positive work ethic to the organization. Field Experience students can engage in a variety of tasks, including: data gathering and statistical analysis, report writing, project development, and much more. Some students are interested in very specific aspects of the HR field (e.g., compensation or benefits), whereas others are more interested in gaining a generalist perspective. All are very motivated to give you their best.

### ***What about pay?***

Because this is a Field Experience, organizations are not required to provide compensation to the student. The main purpose of the placement is to provide a hands-on learning experience, not to provide a supplemental income to the student. However, if the organization prefers to provide an hourly wage or stipend, that is left to their discretion.

### ***How long does a Field Experience student work?***

The number of hours a Field Experience student is required to work is dictated by the number of credits for which the student registers. Students may sign up for 2 to 6 credits. Each semester credit requires 45 hours of field work over the course of the semester. A typical student will sign up

for 3 credits, and thus will work in the field setting for 135 hours during the 15-week semester (averaging 9 hours per week).

***What are my obligations as a Field Supervisor of a Field Experience student?***

- Identify the goals and objectives the Field Experience student is to accomplish during the field placement.
- Perform any background checks that may be required by law and/or your organization.
- Identify any risks associated with the Field Experience placement.
- Supervise the student on a day-to-day basis and sign the student's monthly report.
- Meet with the faculty course instructor once during the semester to discuss the student's progress and activities.
- Provide the student with a performance evaluation at the end of the semester (form will be provided). Your feedback will influence the student's final course grade and future letters of recommendation the student might receive from the course instructor.
- Sign a Participation Agreement and a Learning Agreement in partnership with the student and the university.

***Do I take whomever is sent to me?***

The decision to take a Field Experience student is, of course, yours. You may talk with several students before making a selection, if any. During your discussion with the student, you need to negotiate a work schedule that meets the constraints of the student's schedule while meeting the needs of your organization. Once you and the prospective student agree on participation, the placement is approved provided it meets the criteria outlined above.

***What if I have further questions?***

If you have any additional questions about the Field Experience in Personnel Psychology, please contact:

Tahira M. Probst, Ph.D.  
Professor, Department of Psychology  
Washington State University at Vancouver  
14204 NE Salmon Creek Avenue  
Vancouver, WA 98686-9600  
Tel: (360) 546-9746 Fax: (360) 546-9038  
E-mail: [probst@vancouver.wsu.edu](mailto:probst@vancouver.wsu.edu)  
<http://www.vancouver.wsu.edu/fac/probst>

## **PROFESSIONAL RESPONSIBILITIES OF THE PERSONNEL PSYCHOLOGY STUDENT**

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- ◆ As a student working through the Field Experience program, you are a representative of Washington State University. Therefore, you will need to present yourself in a professional manner to your supervisor, coworkers, employees, and other students who may be in the Field Experience with you.
- ◆ If you feel that your working conditions are unsafe, problematic, or inappropriate, please contact Dr. Tahira Probst for assistance.
- ◆ The following are responsibilities of the student in a field placement:
  - Set a work schedule. Be reliable, consistent, and on-time. If you must miss work, call your supervisor at least 24 hours in advance.
  - Dress appropriately for your assignment.
  - Use appropriate language.
  - Avoid developing romantic relationships with employees, co-workers, or supervisors.

**PARTICIPATION AGREEMENT BETWEEN THE FIELD EXPERIENCE PROGRAM,  
PLACEMENT SITES, AND FIELD EXPERIENCE STUDENTS**

WASHINGTON STATE UNIVERSITY VANCOUVER  
14204 NE SALMON CREEK AVENUE  
VANCOUVER, WA 98686  
360-546-9746

**FIELD EXPERIENCE PROGRAM:** PERSONNEL PSYCHOLOGY  
**COORDINATOR:** TAHIRA PROBST, PH.D.  
**TEL:** 360-546-9746

**STUDENT**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_

**ORGANIZATION:**

Organization Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

Herein are listed the responsibilities of each individual or organization participating in the WSU Vancouver Personnel psychology field experience program. My signature below indicates that I accept these responsibilities as a condition for participating in this program.

**STUDENT****The student agrees to:**

1. Complete a current and accurate Learning Agreement with the Field Experience Program Coordinator.
2. Conform to policies and regulations as set by WSU and the organization for whom the student is working.
3. Follow codes of ethics and professionalism as outlined in "Professional Responsibilities of the Personnel Psychology Field Experience Student".
4. Fulfill the terms of the Learning Agreement.
5. Sign the Release of Liability statement.
6. Commit to providing quality work for organization(s) served.

**FIELD EXPERIENCE PROGRAM****The Field Experience Program agrees to:**

1. When required, recruit student volunteers according to project or organizational criteria.
2. Work with organizations and faculty to provide appropriate training and learning opportunities for field experience students.
3. Maintain a record of student field education, including placement, hours, and evaluations.
4. Provide resources for problem solving and mediation among project participants.

**PLACEMENT ORGANIZATION****The organization agrees to:**

1. Provide the Field Experience Program with screening criteria for volunteer selection, when required.
2. Provide training specific to organizational needs and policies.
3. Provide a supervisor who will:
  - a. apprise the volunteer of duties and professional responsibilities.
  - b. be a contact person between organization, the field experience coordinator, and the student volunteer.
  - c. act as a mentor to the student, providing instruction, feedback, learning opportunities, and avenues for problem solving.
4. Provide the Field Experience coordinator with a description of the student position, verification of the number of hours worked, and a personal final evaluation for each student.
5. Carry adequate insurance attendant to the risk involved in the organizational activity.
6. When student compensation is provided, comply with Fair Labor Standards Act and the IRS tax code.
7. Perform any background checks that may be required by law and/or the placement organization.
8. Either report worker's compensation-related time loss hours to the Department of Labor and Industry or cover the student with medical insurance.
9. Not expose the student to any unusual hazards and to make explicit any risks related to the particular placement so that the student can knowledgeably agree to participate.

**ALL PARTIES****All parties agree to:**

1. Comply with all state and federal nondiscrimination laws, regulations, and policies.
2. Work as a team to resolve issues regarding student placement and performance.
3. In the event that any individual, organization, or project violates the terms of this agreement, the student, the program coordinator, or organization reserves the right to withdraw from the program or request changes in the student placement or program.

**SIGNATURES**

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Field Placement Supervisor

\_\_\_\_\_  
Date

**LEARNING AGREEMENT BETWEEN THE FIELD EXPERIENCE PROGRAM,  
PLACEMENT SITES, AND FIELD EXPERIENCE STUDENTS**  
WASHINGTON STATE UNIVERSITY VANCOUVER  
14204 NE SALMON CREEK AVENUE  
VANCOUVER, WA 98686  
360-546-9746

**THIS AGREEMENT MUST BE COMPLETED AND APPROVED BY ALL SIGNATORIES BEFORE REGISTRATION CAN BE COMPLETED.**

This agreement is valid only for (semester) \_\_\_\_\_ (year) \_\_\_\_\_.

**STUDENT**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Major: \_\_\_\_\_ WSU ID#: \_\_\_\_\_  
 GPA: \_\_\_\_\_ PSYCH 495 Credits \_\_\_\_\_ x 45 Field Hours = \_\_\_\_\_ Semester Hours  
 Email Address: \_\_\_\_\_

Identify up to five work, professional development, or classroom application activities to be accomplished during the internship.

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

**FIELD SUPERVISOR**

Organization Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_  
 Start of Field Experience: \_\_\_\_\_ Closing Date: \_\_\_\_\_  
 Title of Student's position: \_\_\_\_\_  
 Expected hours per week: \_\_\_\_\_  
 Brief description of job or tasks to be accomplished: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PROGRAM COORDINATOR**

Name: Tahira M. Probst, Ph.D. Telephone: (360) 546-9746  
 Course Number: Psychology 495: Field Experience in Personnel Psychology Semester / Credits: \_\_\_\_\_

**SIGNATURES**

_____	_____
Student	Date
_____	_____
Program Coordinator	Date
_____	_____
Field Placement Supervisor	Date

**PERSONNEL PSYCHOLOGY FIELD EXPERIENCE PROGRAM**

WASHINGTON STATE UNIVERSITY VANCOUVER  
14204 NE SALMON CREEK AVENUE  
VANCOUVER, WA 98686  
360-546-9746

RELEASE OF LIABILITY

I understand that there may be dangers of loss or injury inherent in the field education activity I am undertaking. The organization where I will do my Field Experience has made clear to me particular risks which may be associated with my particular placement. In considering my participation in this activity, I assume all risks. I further release the University, the Field Experience program, the organization or project, and their directors, volunteers, employees, or agents from all harm, injury, damage of every kind, whether foreseen or unforeseen, which may befall me while I participate in this activity. I further agree to save and hold harmless the above mentioned parties from any claim by me or my family, estate, heirs, or assigns.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

I agree that if I am providing transportation to/from or during the course of my field experience that I:

- have in my possession a valid driver's license
- have minimum liability insurance as required by the State of Washington (\$25,000 bodily injury per person, \$50,000 per accident, \$10,000 for property damage)
- will use a vehicle that meets state safety standards
- will not exceed passenger capacity for the vehicle

Signature \_\_\_\_\_ Date \_\_\_\_\_

Driver's License # \_\_\_\_\_

State \_\_\_\_\_

## STUDENT EVALUATION – FIELD EXPERIENCE (PSYCH 495)

Student's Name: \_\_\_\_\_ Year/Term: \_\_\_\_\_

Name of Organization or Company: \_\_\_\_\_

Name of Site Supervisor: \_\_\_\_\_

Psych 495 Coordinator/Evaluator: Tahira M. Probst (360) 546-9746

Answer code for Evaluation Items

- N/A** Not applicable or not enough information to form a judgment
- 1.** Far below expectations--needs improvement, a concern
- 2.** Below expectations--needs some improvement to meet standards
- 3.** Acceptable--meets standards, average level performance for students
- 4.** Above expectations--performs above average level for students
- 5.** Far above expectations--a definite strength, performs well beyond average level for students

### I. Basic Work Requirements

Arrives on time consistently, completes required number of hours/days	N/A	1	2	3	4	5
Informs supervisor & makes arrangements for absences	N/A	1	2	3	4	5
Uses time effectively	N/A	1	2	3	4	5
Reliably completes requested/assigned tasks on time	N/A	1	2	3	4	5

### II. Ethical Awareness and Conduct

Demonstrates awareness and sensitivity to ethical issues	N/A	1	2	3	4	5
Personal behavior is consistent with ethical guidelines	N/A	1	2	3	4	5
Consults with others about ethical issues if necessary	N/A	1	2	3	4	5

### III. Knowledge and Learning

Knowledge of employee population	N/A	1	2	3	4	5
Knowledge of organizational setting	N/A	1	2	3	4	5
Receptive to learning when new information is offered	N/A	1	2	3	4	5
Understanding of concepts, theories and information	N/A	1	2	3	4	5
Ability to apply new information in setting	N/A	1	2	3	4	5

### IV. Response to Supervision

Actively seeks supervision when necessary	N/A	1	2	3	4	5
Receptive to feedback and suggestions from supervisor	N/A	1	2	3	4	5
Successively implements suggestions from supervisor	N/A	1	2	3	4	5
Aware of areas that need improvement	N/A	1	2	3	4	5
Willingness to explore personal strengths and weaknesses	N/A	1	2	3	4	5

**N/A** Not applicable or not enough information to form a judgment

1. Far below expectations--needs improvement, a concern
2. Below expectations--needs some improvement to meet standards
3. Acceptable--meets standards, average level performance for students
4. Above expectations--performs above average level for students
5. Far above expectations--a definite strength, performs well beyond average level for students

**V. Interactions with Employees**

Appears comfortable with employees	N/A	1	2	3	4	5
Communicates effectively with employees	N/A	1	2	3	4	5
Builds rapport and respect with employees	N/A	1	2	3	4	5
Is sensitive and responsive to employees' needs	N/A	1	2	3	4	5
Has appropriate boundaries with employees	N/A	1	2	3	4	5
Is sensitive to cultural/gender differences	N/A	1	2	3	4	5

**VI. Interactions with Co-workers**

Appears comfortable interacting with other staff members	N/A	1	2	3	4	5
Communicates effectively with staff	N/A	1	2	3	4	5
Effectively conveys information and expresses own opinion	N/A	1	2	3	4	5
Effectively receives information and opinions from others	N/A	1	2	3	4	5

**VII. Work Products**

Reliably and accurately keeps records	N/A	1	2	3	4	5
Written or verbal reports are accurate and factually correct	N/A	1	2	3	4	5
Written or verbal reports are presented in professional manner	N/A	1	2	3	4	5
Reports are administratively useful	N/A	1	2	3	4	5

**Overall, what would you identify as this student's strong points? What would you identify as areas in which this student should improve?**

**Would you recommend this student for employment at your organization?**

**Would you recommend this student for continued graduate studies in this area?**

**(You may attach sheets if you wish) PLEASE RETURN THIS ORIGINAL TO THE FIELD EXPERIENCE PROGRAM COORDINATOR. YOU MAY MAKE ADDITIONAL COPIES AS NEEDED. Please mail to: Dr. Tahira Probst, Washington State University Vancouver, 14204 NE Salmon Creek Ave., Vancouver, WA 98686.**

**Monthly Report Form**  
**Psychology 495**  
*(Monthly reports, including written assignments, must be typed and signed by BOTH supervisor and student)*

Report/Date \_\_\_\_\_  
Student Name \_\_\_\_\_  
Practicum Site \_\_\_\_\_  
Supervisor(s) \_\_\_\_\_

Date	Hours	Activities
------	-------	------------

TOTAL HRS \_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Student Signature