

**DEPARTMENT OF PSYCHOLOGY**  
**OFF-CAMPUS PROJECTS**

**Procedures**

Students who enroll in Psychology 489 may earn up to five quarter-hours credit for an activity or project that is performed off-campus. All arrangements for permission, course credits, and other requirements must be approved before commencing the project. While the specific nature of the activity or project is left to the discretion of the faculty member and student, it is expected that the quality of the work to be performed by the student will be worthy to receive academic course credit in the Psychology undergraduate major program, and that the project work will be a true learning experience in psychology, not merely an unskilled, routine clerical or manual task that happens to be done in a quasi-psychological setting. Examples of projects that might be approved are the following: Counselor in a camp for mentally retarded children; research assistant in an insurance company personnel division; psychiatric aide in a mental hospital. Projects that would be inappropriate might be these: Receptionist or file clerk for a mental hospital; counselor in YMCA camp; clean-up and errand boy for veterinarian; dormitory floor counselor. Thirty hours of work must be completed for each hour of 489 credit which is received. The maximum credit allowed is 5 hours. A grade of CR will be given upon completion of the project. These hours count toward a psychology major, and toward graduation, but do not fulfill area A-D requirements. These credits do count as hours above 200 for Arts and Sciences.

**Forms to Submit**

**Form A** is the prospectus for the project, wherein the basic agreements are specified as to the nature and duration of the project, special requirements (reports, data, exams, etc.), the Field Supervisor, credits to be earned, Faculty Member who is sponsoring the project, etc. Form A must be signed by the Assistant Chair of Undergraduate Affairs before beginning the project.

In **Form B** the Field Supervisor (person who supervises the work, or to whom the student reports on the job), verifies the nature and duration of the project, and judges the quality of the student's work. He should indicate what duties were actually performed and how well they were done. In his judgment, did the student learn much that was psychologically relevant as a result of the work? In his opinion, was such work or activity worthy of earning college academic credit?

Upon completion of the project the student must submit Form A plus a 2-3 page typewritten report which details the nature of the agency and what the student's role was while there. A statement describing what the student gained from the project and how it fits in the student's curriculum or vocational plans should also be a part of the final report. The student should also remind the supervisor to submit Form B before he or she leaves the agency. The report, Form A and Form B must all be received by the Assistant Chair for Undergraduate Affairs before the end of finals week during the term for which credit is to be received.

**Form A**  
CR, PR or F are the  
grades given for  
field work courses.

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**Permission Request**

To: Assistant Chair for Undergraduate Studies, Department of Psychology

From: \_\_\_\_\_ PID \_\_\_\_\_

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

I hereby request permission to offer the following off-campus project for course credit in Psychology 489 (Brief description of proposed project or activity):

Duties:

Starting Date: \_\_\_\_\_ Terminating Date: \_\_\_\_\_

Total hours of work: \_\_\_\_\_

Qtr. Hours credit expected: \_\_\_\_\_ in FQ WQ SpQ SuQ 20\_\_\_\_\_

Field Supervisor (or Employer): \_\_\_\_\_

Position of Field Supervisor: \_\_\_\_\_

Address of Field Supervisor: \_\_\_\_\_

Special requirements: (Reports, date due, exams, papers, etc.)

\_\_\_\_\_  
(Student)

Approved: \_\_\_\_\_ Date \_\_\_\_\_  
Assistant Chair for Undergraduate Studies

(Two copies – 1 each for Faculty Member and Student)

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Verification of Work Performed

To: Assistant Chair for Undergraduate Studies, Department of Psychology

From: Field Supervisor \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This is to verify that \_\_\_\_\_

has completed work relevant to the study of psychology under my supervision between

the following dates: \_\_\_\_\_ and \_\_\_\_\_

Total hours of work: \_\_\_\_\_

Nature of work (duties and responsibilities):

Quality of student's work:

Comments:

\_\_\_\_\_  
Date

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