**Psychology Externship PSYC\*3910 – PART 1 of 2**

**Academic Requirements**: See undergraduate calendar [course description](https://www.uoguelph.ca/registrar/calendars/undergraduate/current/courses/psyc3910.shtml).

# Course Registration Requirements:

To register for the course (which cannot be done on-line), you will need the following:

1. Confirmation from a faculty member to be your instructor,
2. Completed Psychology Externship [contract](https://www.uoguelph.ca/psychology/page/ba-independent-study) (template be completed with the instructor)
3. A completed Placement Employer form (see below)
4. Forward these two completed documents to shelder@uoguelph.ca to receive a course waiver

The letter from the organization should outline the following:

1. The projects/tasks you will be working on,
2. The person(s) to whom you will be reporting,
3. The weekly hours of work (typically 8 hours per week) and,
4. The duration of the externship (typically 12 weeks).

The externship does not have to be paid, however there needs to be an employment relationship (i.e. a supervisor who will give you feedback, identified projects for you to work on, and a recognition that you will be a member of the organization during the externship). ***Once completed, you will need a letter from the organization to the faculty supervisor, indicating that your externship was satisfactory. You are also expected to maintain a weekly diary of your activities and key learnings during the externship.***

# What to do:

|  |  |
| --- | --- |
| **Activity** | **Example** |
| Find an organization to sponsor you (do this in the semester before you want to do the externship) and obtain the letter stating the projects you would be working on. | Use your professional and personal networks to find an organization who will hire you for your externship (e.g. CIBC who would like you to develop an Internet recruitment guide for Branch Managers). |
| Confirm a faculty supervisor. | Psychology faculty [listing](https://www.uoguelph.ca/psychology/directory/faculty). (Supervisor can be from outside of the Department of Psychology). |
| Discuss and finalize the academic component of the externship. | You jointly decide that the academic portion of the externship will include a weekly diary of your insights and experiences (50%) and a research paper on a topic related to the work that you are doing (50%). |
| Complete the two forms, which will outline everyone’s expectations and then register for the course. | One copy goes to the Psychology Department, one to the advisor and one to the student. |

**FACULTY SUPERVISOR**

**PSYC\*3910 Overview of Psychology Research Externship**

**Student and faculty supervisor must also complete PSYC\*3910 Externship** [**CONTRACT**](https://www.uoguelph.ca/psychology/page/ba-independent-study)

|  |  |
| --- | --- |
| **Student** | **Student number** |
| last | first | @uoguelph.ca | 7 digits |
| **Research supervisor** | **Semester** |
| last | first | @uoguelph.ca | Fall/Winter/Summer | year |
|  |
| **Project title & description** |
| Describe how the project applies psychology in the work context. |
| **Student-supervisor communication** |
| Describe how the student and supervisor will communicate regarding student progress. If this involves a journal, describe (a) the expectation for journal entry content, (b) the submission schedule, and (c) how the entries contribute to the grade. |
| **Assignments** |
| For each assignment, provide (a) description, (b) expectations, (c) grade weighting, and (d) due date |
| **Role** | **Signature** | **Date** |
| **Student** |  |  |
| **Supervisor** |  |  |
| **Academic Advisor/Manager** |  |  |

# Placement Employers and Student: *complete the boxes below AFTER the* [*guidelines*](https://www.uoguelph.ca/hr/about-hr/occupational-health-and-wellness-ohw/students-unpaid-work-placements-program) *have been reviewed (employer), and to acknowledge the declaration (student). All pre-placement forms on the website must be completed in full including signatures (electronic signatures accepted).*

[**Guidelines for Workplace Insurance for Postsecondary Students on Unpaid Work Placements**](https://www.uoguelph.ca/hr/about-hr/occupational-health-and-wellness-ohw/students-unpaid-work-placements-program)

The Postsecondary Student Unpaid Work Placement Workplace Insurance Claim Form is posted in [English](http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/FormDetail?OpenForm&ACT=RDR&TAB=PROFILE&SRCH=&ENV=WWE&TIT=postsecondary+student+unpaid+work+placement&NO=022-13-1352E) or [French](http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/?OpenDatabase&ENV=WWF) on the Ministry’s website.

All WSIB or ACE-INA Insurance procedures must be followed in the event of an injury/disease. In the event of a claim, the Placement Employer agrees that it will review the Student Trainee’s restrictions and, where possible, modify the program as required to accommodate the Student Trainee to facilitate return to the program.

# To be completed by the Employment Supervisor (after review of [Letter](https://www.uoguelph.ca/hr/system/files/UOG%20Letter%20to%20Placement%20Employers%202018_3.pdf) to Placement Employers):

|  |  |
| --- | --- |
| Organization: | Date: |
| Employment Supervisor Name: | Signature: |
| E-mail: | Phone: |
| Is your organization covered under the Workplace Safety and Insurance Board? |  YES, NO |
| Is the student being paid for his/her work in your organization? |  YES, NO |

**To be completed by the Student (after review of Student** [**Declaration**](https://www.uoguelph.ca/hr/system/files/Student%20Declaration%20of%20Understanding%202018_5.pdf) **of Understanding):**

|  |  |
| --- | --- |
| Student full name: | E-mail address: |
| Local address: | Local telephone: |
| Specific dates and times that the student trainee will be at the placement employer’s worksite: | List all dates & times: |
| Student accepts the conditions of the unpaid work placement and consents to the indirect collection of personal information by MCU(sign in space provided): | SIGNATURE: |

**To be completed by the University Faculty Supervisor:**

|  |  |
| --- | --- |
| Course name: PSYC3910 Psychology Externship | Number of hours (min = 96): |
| Supervisor Name: | E-mail: |
| Signature: |  |

## Signed copies of this document are to be kept by the employment contact, the student, and the faculty supervisor.