

FIELDWORK IN PSYCHOLOGY – PSYCH 195A

Deadline to submit completed Learning Contract to the Psych Advising Office	Friday of Week 1
Check MyUCLA Study List to make sure you are properly enrolled	Thursday of Week 2
Deadline to enroll via MyUCLA without a late fee	Friday of Week 2

Description:

Psych 195A (Fieldwork in Psychology) offers undergraduate students the opportunity to work (non-paid) in a **pre-approved** organization, that has a psychological or therapeutic orientation, and earn 4 units of upper division course credit. Students are required to work a minimum of 6 hours per week for the 10-week quarter and attend a two-hour weekly seminar, which meets every **Friday 9:00am to 11:00am** (Franz 2268). Attendance during the entire seminar is mandatory. If you cannot attend the seminar for the full two hours, you may not enroll in this Fieldwork course. During the seminar, students are required to complete either a six to eight page typed library research paper or three two-page typed bi-weekly papers. This course is not offered during Summer Sessions.

Course Guidelines:

- Once you turn in your Psych 195A Contract, you will be enrolled in Psych 195A (2 units) and Psych 194A (2 units), for a total of 4 P/NP units.
- Sophomore, Junior, or Senior standing is required.
- Students must do the work in the same quarter in which the Fieldwork class is taken for credit.
- Only 12 units from any combination of courses 185, 192, 194, 195, 196 may be applied toward undergraduate degree.
- The Fieldwork in Psychology course does not satisfy any major requirement for Psychology, Psychobiology, or Cognitive Science majors.
- Only one Fieldwork in Psychology course can be taken in any quarter.
- Students continuing with the same Psych 195A fieldwork placement in future quarters must submit a new contract signed by the Fieldwork Site Supervisor to officially enroll in the course.

ENROLLMENT:

- Look through the Fieldwork listings on our website: www.psych.ucla.edu/undergrads/ and contact the Fieldwork Site Supervisor to secure your fieldwork placement a quarter before you are planning to enroll. **You may only work with an organization that is listed on our website!**
- Log on to your MyUCLA, click on CONTRACT COURSES on the left menu bar and follow the instructions for creating your Psych 195A Contract.
- Enter Barbara Knowlton as your Faculty Sponsor, but you do NOT need her signature.
- You do NOT need the Dept Chair signature.
- Take the contract to your Fieldwork Site Supervisor for approval and to get their signature.
- Once you have the completed contract with the signature of your Fieldwork Supervisor, submit it to the Psych Advising Office in 2812 Life Sciences. **The deadline to submit the contract to the Psych Advising Office is Friday of Week 1.**
- Visit your College Counseling Unit if you need approval to take more than 5 P/NP units or are planning to exceed 19 units for the quarter.
- Last step is to check your MyUCLA Study List on Thursday of Week 2 to make sure you are properly enrolled in a total of 4 P/NP units: Psych 195A (2 units) & Psych 194A (2 units). The deadline to make changes to your Study List without a late fee is Friday of Week 2.

Satisfying Course Requirements:

The grade of P or NP will be determined by the Psych Advising Office once we have received a report that all work has been completed in the weekly Friday seminar and through the Evaluation of Student report from your fieldwork supervisor, indicating whether or not you have completed all hours and fulfilled all course requirements.

Organization's Responsibilities:

The fieldwork supervisor will train and supervise the student. The supervisor will provide an initial orientation that includes an explanation of the organization's overall purpose and operations and how they relate to the student. The supervisor will give feedback as to what is expected in order to give credit for the course and provide related materials. The supervisor will also evaluate the student's performance upon completion of the course confirming that all course requirements have been fulfilled.

THIS FORM MUST BE SUBMITTED ALONG WITH YOUR PSYCH 195 CONTRACT
TO THE PSYCH ADVISING OFFICE (2812 LIFE SCIENCES) BY **FRIDAY OF WEEK 1**

PSYCH 195A – FIELDWORK IN PSYCHOLOGY

Students enrolling in Fieldwork in Psychology course are required to complete a minimum of 6 hours per week and attend a two-hour weekly seminar, which meets every **Friday 9:00am to 11:00am (Franz 2268)**. Attendance during the entire seminar is mandatory. If you cannot attend the seminar every week, you may not enroll in this Fieldwork course. Please note that this course is not offered during Summer.

Fieldwork in Psychology enrollment: You will be enrolled in Psych 195A (2 units) **and** Psych 194A (2 units), for a mandatory total of 4 P/NP units. Please check your Study List before Friday of Week 2 to make sure you are properly enrolled in both courses worth a total of 4 units.

FIELDWORK SITE INFORMATION

To be completed by your Fieldwork Site Supervisor

STUDENT NAME: _____ ID#: _____

ORGANIZATION NAME: _____

ADDRESS: _____

NAME OF SUPERVISOR: _____

SUPERVISOR'S TELEPHONE NUMBER: _____

SUPERVISOR'S EMAIL ADDRESS: _____

Signature of Fieldwork Site Supervisor

Date

***Note to Fieldwork Site Supervisors:** You will be contacted via email at the end of the quarter for the final evaluation of the student.*