

FIELDWORK IN COGNITIVE SCIENCE – PSYCH 195B

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
Last day to submit a research paper to your Fieldwork Supervisor	Friday of Finals Week

Description:

Fieldwork in Cognitive Science- Psych 195B offers Cognitive Science majors the opportunity to work (paid or non-paid) for course credit in a **pre-approved** fieldwork setting in the area of Cognitive Science. Students are required to work a minimum of 7 hours per week for the 10-week quarter (summer enrollees are required to work a minimum of 68 hours over the 6-week session) and attend a one-hour weekly meeting, arranged by the fieldwork supervisor. A five to eight page typed research paper is also required. Students will be required to present their quarter-long work and paper to their supervisor and peers at the internship site.

Course Guidelines:

- Once you turn in your Psych 195B contract, you will be enrolled in 4 P/NP units of Fieldwork.
- 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.
- Psych 195B fulfills one quarter of the fieldwork/research requirement for Cognitive Science majors.
- Only one Fieldwork in Cognitive Science course can be taken in any quarter.
- Students continuing with the same Psych 195B 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!** Fieldwork Sites can be paid OR non-paid.
- Log on to your MyUCLA, click on CONTRACT COURSES on the left menu bar and follow the instructions for creating your Psych 195B 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 and supervisor contract form 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. The deadline to make changes to your Study List without a late fee is Friday of Week 2.

Satisfying Course Requirements:

A typed paper of at least five pages and three references is required. The topic of the paper should be directly related to the project you are working on. A satisfactory paper demonstrates that you have researched the topic, organized and integrated the information, and linked the fieldwork activities to the topic. You must turn in a copy of the paper to your fieldwork supervisor by the end of the quarter and present your quarter-long work and paper to your supervisor and peers at the internship site. The grade of P or NP will be determined by the Psych Advising Office once we have received an Evaluation of Student report from the fieldwork supervisor indicating whether or not you have 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, as well as conduct the one-hour weekly seminar 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 195B – FIELDWORK IN COGNITIVE SCIENCE

Psych 195B course offers Cognitive Science majors the opportunity to work (paid or non-paid) for course credit in a fieldwork setting in the area of Cognitive Science. Students are required to work a minimum of 7 hours per week and attend a one-hour weekly meeting, arranged by your Fieldwork Site Supervisor. You must also submit a five to eight page typed research paper to your Fieldwork Supervisor by Friday of Finals Week and present your quarter-long work and paper to your supervisor and peers at the internship site.

Fieldwork in Cognitive Science enrollment: This course will be listed on your Study List as Psych 195B. This is a 4 unit course, on a P/NP basis only. Please check your Study List before Friday of Week 2 to make sure you are properly enrolled.

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.*