

Practicum in Industrial/Organizational Psychology

DESCRIPTION:

Students are trained to conduct applied research in organizations for the purpose of analyzing and improving work performance, productivity and quality of work life.

PURPOSE:

Student Benefits:

The practicum provides the student with an opportunity to apply academically acquired skills in an organization. This real-world experience prepares the student to enter the workforce with attributes valued by employers.

Employer benefits:

The student completes a meaningful project designed to enhance the organizational functioning and presents a formal report of the findings to management. A faculty member, who is an industrial / organizational psychologist, serves as the academic supervisor and provides technical expertise to help guide the project to its completion.

PROCESS:

The site supervisor and student, along with the academic supervisor, jointly decide on the project, its scope and objectives, a time frame for its completion, and the work to be performed. The student works under the direct supervision of the site supervisor and receives technical supervision from the academic supervisor.

The student typically spends 20 hours a week for 15 weeks on site to complete the project. However, the hours may vary depending upon the project requirements. Students are generally paid on an hourly contractual basis for the duration of the practicum. They often spend additional time on other HR activities as well. The project is usually completed over the course of a semester (15 weeks), but beginning and ending dates are determined primarily by the demands of the project. Upon completion of the project, the site supervisor provides an evaluation of the student's work to the academic supervisor who submits a grade for course credit.

REPRESENTATIVE LIST OF PROJECTS:

- Conduct job analyses
- Develop procedures for evaluating personnel for selection and promotion
- Conduct employee attitude and engagement surveys
- Conduct needs analysis for training and Development
- Develop training modules
- Evaluate HR practices for effectiveness and legal compliance
- Develop structured behavioral interviews
- Develop HR policy procedures

University of Baltimore
Division of Applied Behavioral Sciences

Masters Degree in Applied Psychology

Industrial / Organizational Specialization

Requirements for Practicum

Course: APPL 707 PRACTICUM IN I/O PSYCHOLOGY

The student will complete a specific, well-defined project which

- (1) Benefits the organization and
- (2) Provides the student with an opportunity to utilize graduate level training and develop skills in an applied setting.

REQUIREMENTS:

1. Practicum Agreement:

Describes the project, specifies the student work activities, and deliverables

2. Written Report: (must include)

- a. Includes an executive summary
- b. Introduction: Description of the problem/need
Note: be sure to include literature relevant to the project
- c. Method/ Procedure (e.g. for job analysis, how it will be conducted)
- d. Results (outcome) with deliverables
- e. Discussion of outcome and recommendations
- f. Appendices (omit any proprietary information)

3. Log of activities (by day or week)

4. Critique of work experience (favorable and unfavorable aspects):

To will help to improve the internship for others sites and future students)

5. Letter from site supervisor assessing quality of work.

6. Subscribe to IOINTERN and post bi-weekly progress.

IOINTERN listserv

*Maintained for the **Industrial / Organizational graduate students** in the
Division of Applied Behavioral Sciences at The University of Baltimore
Tom Mitchell, Ph.D. Director of Graduate Programs*

For I/O Graduate students, academics and HR practitioners, and others in the HR community. The purpose of this listserv is to provide a forum for I/O graduate students to discuss their practicum experiences with fellow interns and obtain advice from HR professionals and I/O psychologists. This listserv is not to be used for promoting products or for discussion of political / social issues. Please take advantage of the opportunities it provides for reaching a broad range of HR professionals.

Use it to:

- Post a description of your practicum project and updates on your progress.
- Discuss I/O and HR related issues of interest to professionals.
- Announce job openings / job search for you or your organization.
- Announce upcoming events of interest to students and HR professionals.
- Pose questions on HR related issues:
- (e.g best practices, or a specific question for advice from others).
- Find other HR professionals for collaboration on issues, problems.
- Any other uses related to HR issues.

To subscribe / unsubscribe: go to: <http://lists.ubalt.edu/mailman/listinfo/iointern>

To post message: send email to: IOINTERN@listserv.ubalt.edu

- Be sure to *complete the subject line*
- Be sure to *identify yourself*

(Note: Remember that a reply to IOINTERN goes out to all on list.

(Note: Send comments, questions, suggestions to: Tmitchell@ubalt.edu

Information regarding location/how to subscribe

<http://lists.ubalt.edu/mailman/listinfo/iointern>

General information: <http://lists.ubalt.edu/mailman/listinfo/>

To subscribe/unsubscribe: <http://lists.ubalt.edu/mailman/listinfo/iointern>

To access hosting <http://lists.ubalt.edu/mailman/options/iointern/tmitchell%40ubalt.edu>

Also make adjustments via email

Iointern-request@lists.ubalt.edu

Ioadmin1

PW: iszadu

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UNIVERSITY OF BALTIMORE
Division of Applied Behavioral Sciences
MASTER'S DEGREE IN APPLIED PSYCHOLOGY

AGREEMENT for PRACTICUM in
INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY

Course: APPL 707 Practicum in I/O Psychology

Student Information:

Name _____ Student ID # _____

Street Address _____ City _____ State _____ Zip Code _____

() ____ - ____ () ____ - ____ _____
Home Phone Mobile Phone E-Mail Address

Dates for Practicum _____ Credit Hours contracted (circle)
For course: APPL 707
From: ____/____/____ To: ____/____/____ 1 2 3 4

Semester: _____ 20 _____ Hours on site per week: _____

Site Supervisor Information:

Name: (please print) _____ Title: _____

Organization: _____

Site Location: _____

Address: _____

Telephone: () ____ - ____ E-Mail _____

Academic Supervisor:

Name: (please print) _____ Title: _____

Address: _____

Telephone: () ____ - ____ E-mail: _____

NOTICE to Employer (re: Title IX of the Education Amendments of 1972)

MEMORANDUM

To: Internship Supervisor

From: Anita Harewood, University of Baltimore Title IX Coordinator

Date: November 22, 2016

Re: Notice of the University of Baltimore's Sexual Misconduct Policy

The University of Baltimore wishes to inform you of UB's Sexual Misconduct Policy, which applies to students enrolled at UB and serving as interns at your place of employment. UB's Sexual Misconduct Policy applies to all University students, faculty, staff and third parties having business with the University. This memo notifies you of the University's policy and procedure to provide prompt and equitable resolution of sexual misconduct complaints involving students and to take reasonable steps to prevent recurrence of any sexual misconduct and remedy discriminatory effects on the reporting party and others, if appropriate.

In accordance with Title IX of the Education Amendments of 1972, the University is committed to creating a university setting that is safe from sexual misconduct and forms of sex and gender-based discrimination. The University specifically prohibits misconduct, which includes, but is not limited to, sexual violence, dating violence, domestic violence, sexual exploitation, sexual coercion, sexual intimidation, and stalking.

The University actively seeks to:

- help prevent incidents of sexual misconduct by educating, training and providing resources to raise awareness of misconduct issues; and
- recognize, respond and provide support to University campus community members who have experienced sexual misconduct.

The University's Policy applies to complaints of sexual misconduct in connection with any UB office or regional center, education programs or activities, including, but not limited to, sexual misconduct: (1) in any UB facility or on any UB property or location under UB's control; (2) in connection with any UB sponsored, recognized or approved program, visit or activity, regardless of location; (3) that impedes equal access to any UB education program or activity or adversely impacts the employment of a member of the UB Community; or (4) that otherwise threatens the health or safety of the UB community. No provision in UB's Policy is intended to supersede or conflict with any state or federal compliance obligations. The University will investigate complaints under its Policy, and as necessary take steps to eliminate prohibited conduct, prevent its reoccurrence and address its effects.

The University of Baltimore Sexual Misconduct Policy can be viewed in its entirety at www.ubalt.edu/titleix. Any questions or concerns about UB's Policy may be directed to TitleIXMatters@ubalt.edu.

For more information about the practicum contact:

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[Division of Applied Behavioral Sciences I-O program](#)
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