

**PSYCHOLOGY 412: FIELD EXPERIENCE IN PSYCHOLOGY  
INFORMATION AND INTENT TO ENROLL FORM**

- **What is Psychology 412?** Psych 412 is a course that allows students to earn academic credit for volunteer work with a community organization or business. The goal of this course is to allow students to apply classroom learning, test out interests and skills in psychology, and receive training outside the classroom. While students are required to work a minimum of 5 hours per week in a human service organization, academic credit is also awarded for understanding, insight, and skills developed through active involvement in an organization. The field placement provides the important participant/observer experiences, while the on-campus class and online meetings are an opportunity for critical analysis of the work experience. Your field experience can be in any type of work setting.
- **How do I find a field placement/internship?** Since this is a pre-professional experience, I want you to have experience looking for work. Students are responsible for securing their own placement setting. There are many resources on campus to help you; I will be able to assist you to an extent, but I expect that you reach out to me when you need assistance. **You will be expected to secure your field placement by the start of classes and start your field placement by the second week of the semester.**
- **How many students will be in the class?** Enrollment is limited to 20 students.
- **What are the other prerequisites for the class?** Junior/Senior standing and Psych 225 (as we will be reading primary research courses throughout the semester).
- **Can this count for the Psychology major?** This class counts for Psychology elective credit.
- **What is the time commitment?** Class is scheduled for 2 hours per week and you are expected to volunteer/work a minimum of 5 hours per week at your site placement (some places might require more). There will also be weekly readings and writing assignments, as well as in-class/online discussions and a final project proposal presentation. Attendance in this class is mandatory. Class will meet on Tuesdays from 2:30-4:30 pm. Three meetings will be strictly online.
- **I'm interested, what happens next?** Complete the attached application. **There is no interview/selection process for this class.** Once your form is received and verified that you meet the prerequisites (Junior/Senior standing and Psych 225), you will be given permission to enroll in the course (you are free to change your mind; you are not expected to enroll if you receive permission to enroll). **However, permission to enroll does not guarantee a seat in the class.** If the course is open during your registration time, you will be allowed to enroll. As such, seniors will be given first priority for enrollment. **You are strongly advised to complete the form prior to your assigned enrollment date.** If the class is closed, you will be able to get on the waitlist (seats are limited). Send your intent to enroll form to Melanie Jones via email at [mjones@wisc.edu](mailto:mjones@wisc.edu).
- **I'm signed up for Psych 412, what do I do now?** Set up a meeting with me and start looking for your field placement. If you'd like to consult with me, we can arrange an appointment. In order to remain in the class with good standing, you must have your field placement confirmed by the first week of classes.
- **How do I get more information?** Contact Melanie Jones via email at [mjones@wisc.edu](mailto:mjones@wisc.edu). *Thanks for your interest!*

**APPLICATION FOR INTENT TO ENROLL IN PSYCHOLOGY 412**

**FIELD EXPERIENCE IN PSYCHOLOGY**

Application for: Semester \_\_\_\_\_ Year \_\_\_\_\_ Date of Application \_\_\_\_\_

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Current Phone \_\_\_\_\_ UW Email \_\_\_\_\_

Class Level \_\_\_\_\_ Indicate Term in which Psych 225 was completed \_\_\_\_\_

**\*\*\* INCLUDE A COPY OF YOUR UW STUDENT RECORD (unofficial transcript),  
WHICH CAN BE PRINTED FROM YOUR STUDENT CENTER\*\*\***

The Psychology Field Experience Program has permission to review my academic file to substantiate my preparation for field experience, and to provide the Field Experience Instructor with any information deemed pertinent.

\_\_\_\_\_  
Your signature

Please answer the following questions on a separate page. Type and double-space your responses. Please do not exceed 2 pages. Attach these pages to your application, along with a current transcript, and your résumé.

1. What are your professional interests? In what kind of agency would you like to work (e.g. mental health, children, business, I/O)? What is your plan for searching for a volunteer or internship placement?
2. Describe volunteer experience/work experience/relevant experience that would provide a suitable background for this field experience.
3. What do you hope to learn from a field experience in psychology?
4. What knowledge, skills, and abilities make you a good candidate for field experience (e.g., what qualities do you have that will benefit an organization)?