

Organization and Leadership Psychology Department Field Placement Q&A for Partner Organizations

What is the Organization and Leadership Psychology Department at William James College?

William James College, located in Newton, MA, is an undergraduate and graduate school for experiential education in psychology including Organization and Leadership Psychology. The Organization and Leadership Psychology Department offers blended and online master's degrees in Organization Psychology, Doctor of Psychology degrees in Leadership, as well as graduate certificates in Executive Coaching and School Leadership. <https://www.williamjames.edu/>

What is the Organization and Leadership Psychology Field Placement Program?

The OLP Field Placement Program matches our students with organizations that have **organizational development, human resources, talent management, and/or leadership development projects** to complete. Through mutually defined and mutually beneficial practicum projects, students gain real-world experience for course credit and partner organizations accomplish valuable work.

What are some examples of past Field Placement projects that our students have completed?

- Organizational diagnosis and assessment including employee focus groups, interviews, surveys and both qualitative coding and quantitative analysis
- Training needs analysis, development and facilitation including onboarding
- Diversity and inclusion integration
- Individual, team, and leadership development including mentoring programs and team building
- 360 Degree Feedback
- Process consultation
- Program evaluation
- Strategic and change management action planning, communication, and facilitation
- Research for program development and policymaking including employee handbooks

Are the students qualified to complete these projects?

Yes! William James OLP students are graduate-level and often have previous work experience in related fields. Students are encouraged to pursue projects and/or organizations that are of interest to them. Field Site Supervisors at our partner organizations may review resumes and interview students to choose practicum students who best fit the needs of their organizations. While working on a project, practicum students are enrolled in a related class led by advanced practitioner Faculty members. Faculty guide practicum students using weekly webinars, are available to answer questions, and support both the practicum student and the Field Site Supervisor throughout the project.

What is required of a Partner Organization?

Partner organizations identify a Field Site Supervisor who will work directly with the practicum student throughout their assignment. Site partners also provide any necessary background information, data, and/or access to people and materials needed to complete the project. Partner organizations may choose to pay practicum students or not, and they may require confidentiality agreements. Practicum students work with their Field Site Supervisor to define a challenging, yet attainable project. Projects may be completed through virtual or face-to-face work interactions. The Site Supervisor oversees the student's work and provides both



the student and the Field Placement Office with feedback on the project. Throughout the Field Placement projects, our advanced practitioner Faculty guide the practicum students and are available to answer questions and support the Field Site Supervisor.

Field Site Supervisors are expected to:

- Have qualifications and experience in OD, HR, Talent Management, Psychology, Leadership or other related areas and be able to provide direct coaching and support to student practitioners.
- Attend an initial virtual meeting with the student and the OLP Field Placement Office to ensure alignment regarding the project's focus, scope, capabilities, and deliverables.
- Review the Field Placement Project Scope Agreement that the practicum student creates and provide feedback until an agreement is reached regarding the content and timing of the proposed project.
- Meet regularly with the student to monitor the project and provide guidance and feedback.
- Complete the Mid-Point Site Supervisor Evaluation.
- Complete the End-Point Site Supervisor Evaluation.
- Reach out to the Director of Field Placement with any questions.
- Provide feedback to the student and/or the Director of Field Placement concerning the relationship and the project.

How long do practicum students have to complete a project?

Master's-level practicum students are required to complete an 80-hour field project over the span of two semesters (30 weeks or less). The project hours can be arranged in any fashion to meet the needs of the business and the student. For example, one project may demand 20 hours per week for 4 weeks. Another project could necessitate 10 hours per week for 8 weeks or 5 hours per week for 16 weeks. Each project can be flexibly arranged.

Doctoral-level practicum students are required to complete a 75-hour field project within 1 semester (15 weeks or less). This is about 5 hours per week over the course of the semester. Students may take part in a practicum field placement during the fall, spring or summer semesters and may work with the same partner site for more than one semester.

How do we match students and sites?

The project description from the partner site is posted on an internal OLP Field Placement job board for students. The Field Placement Office sends resumes/cover letters from interested students to the partner site for review. The partner site and interested students meet to explore the appropriate fit for both parties. Once a decision is made to work together, the Field Placement Office will follow up to conduct a scoping meeting with all parties and to finalize the plan for the practicum assignment.

Who can I contact in the OLP Field Placement Office for more information?

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