

**Careers in Psychology**  
**PSYC200 Fall 2025**

|                     |  |                   |  |
|---------------------|--|-------------------|--|
| <b>Instructor</b>   | Dr. Carlee Beth Hawkins                            | <b>Email</b>      | <a href="mailto:carhawk@siue.edu">carhawk@siue.edu</a> |
| <b>Office</b>       | AH 0132  | <b>Class Info</b> | TR 11-12:15 AH0401                                     |
| <b>Office Hours</b> | Mon & Wed 11:50-12:30 and Tues & Thurs 12:15-12:45 |                   |  |

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|-----------------|--|---------------------|-------------------------|
| <b>Class TA</b> | Rachel Sparrowk  | <b>Office Hours</b> | Tues & Thurs 10:30-11am |
| <b>Email</b>    | <a href="mailto:rsparro@siue.edu">rsparro@siue.edu</a> | <b>Office</b>       | AH0300                  |

**Course Description**

This course is designed to provide students with information and skills that will help them select and pursue a career in psychology. **Prerequisites:** C or better in PSYC 111 and major status

**Course Objectives**

In this course, students will learn to:

- Talk and write about your interests and skills in Psychology
- Locate and utilize resources for career information and job searching
- Understand the subfields of psychology
- Create an individual plan for your SIUE Psychology experience
- Understand what graduate school in Psychology is like and the steps to apply
- Write a resume or vita to market your skills and experiences
- Develop skills to be a wiser student, colleague, and human
- Learn departmental and campus resources available to **help you succeed!**

**Required Text**

Helms, J. L., & Rogers, D. T. (2015). *Majoring in Psychology: Achieving your educational and career goals*. West Sussex, UK: Wiley-Blackwell.

**Course Requirements and Grading**

| <b><u>Assignment</u></b> | <b><u>Point Total</u></b> | <b><u>Percent of Grade</u></b> | <b><u>Grade Breakdown</u></b> |
|--------------------------|---------------------------|--------------------------------|-------------------------------|
| Exam                     | 100 pts                   | 20%                            | 90% – 100% = A                |
| Interests project        | 100 pts                   | 20%                            | 80% – 89% = B                 |
| Scavenger hunt           | 50 pts                    | 10%                            | 70% – 79% = C                 |
| Career project           | 100 pts                   | 20%                            | 60% – 69% = D                 |
| Journals (5*10)          | 50 pts                    | 10%                            | below 60% = F                 |
| Attendance               | 100 pts                   | 20%                            |                               |
| <b>Total points</b>      | <b>500 pts</b>            | <b>100%</b>                    |                               |

- **Exam [100 points].** You will have one in-person exam worth 100 points that is open book and open hand-written notes (no devices and nothing printed). The exam is multiple choice and will cover material from the textbook, lectures, and class discussions.
- **Projects [250 pts].** You will work on one project at a time that is relevant to the course content. Copies of assignments will be provided and discussed in class.
  - **Interests project [100 pts].** The Interests project contains several smaller assignments that require you to explore your values and interests, assess your professional and personal skills, and make a plan to succeed in college.

- **Scavenger hunt [50 pts].** The scavenger hunt will require you to learn about the Psychology Department at SIUE and will serve as a helpful resource in the future.
- **Career project [100 pts].** The Career project requires you to create a plan for your education and career, a resume/vita, and cover letter.
- **Journals [50 pts].** Journals are writing activities that you complete and submit in class. I will provide you with a prompt and time to organize and hand-write a response. There will be 7 journal activities and only 5 will be graded, so you can miss or skip two without penalty. Bring your book with you on journal days as I will ask you to use it in your response.
- **Attendance [100 pts].** We have 26 class meetings this semester. You will receive 5 points for each class you attend. Therefore, attending 20 classes (missing up to 6 classes) will award you with full attendance points. Attending 18 classes (missing 8) will receive 90%, and so on.

### Course Calendar

| Date    | Topic                            | Reading B4 class | Assignment due EOC       |
|---------|----------------------------------|------------------|--------------------------|
| Aug 19  | Welcome to Careers in Psyc       |                  |                          |
| Aug 21  | The Psychology Major             | Chapter 1        |                          |
| Aug 26  | The Psychology Major             | Chapter 3        | Journal #1               |
| Aug 28  | <b>NO in-person class – OYOT</b> | Chapter 4        |                          |
| Sept 2  | Planning Your Career             |                  |                          |
| Sept 4  | <b>NO in-person class – OYOT</b> |                  |                          |
| Sept 9  | Planning Your Career             |                  |                          |
| Sept 11 | Guest – Psyc advisors            | Chapter 2        |                          |
| Sept 16 | Kicking A in College             |                  | Journal #2               |
| Sept 18 | Practice Presentations           |                  | <b>Interests project</b> |
| Sept 23 | Clinical and Counseling Psyc     | Chapter 10       |                          |
| Sept 25 | Clinical and Counseling Psyc     |                  | Journal #3               |
| Sept 30 | <b>NO in-person class – OYOT</b> | CLASS article    |                          |
| Oct 2   | Research in Psychology           |                  |                          |
| Oct 7   | Experimental Psyc                | Chapter 8        | Journal #4               |
| Oct 9   | Experimental Psyc                |                  |                          |
| Oct 14  | School Psyc                      | Chapter 11       |                          |
| Oct 16  | Applied Psyc                     | Chs 9, 13, 15    |                          |
| Oct 21  | Kicking A in Psyc at SIUE        |                  | Journal #5               |
| Oct 23  | <b>NO in-person class – OYOT</b> |                  |                          |
| Oct 28  | Exam Review                      |                  | <b>Scavenger Hunt</b>    |
| Oct 30  | <b>Exam</b>                      |                  |                          |
| Nov 4   | Guest – Career Dev Center        |                  |                          |
| Nov 6   | Job/Application Materials        | Chapter 5        | Journal #6               |
| Nov 11  | Job/Application Materials        |                  |                          |
| Nov 13  | Graduate School                  | Chapters 6&7     | Journal #7               |
| Nov 18  | Graduate School                  |                  |                          |
| Nov 20  | Presentation prep                |                  |                          |
| Nov 25  | <b>Thanksgiving – NO CLASS</b>   | --               | --                       |

|          |                                |    |                        |
|----------|--------------------------------|----|------------------------|
| Nov 27   | <b>Thanksgiving – NO CLASS</b> | -- | --                     |
| Dec 2    | Presentations                  |    | <b>Careers Project</b> |
| Dec 4    | Presentations                  |    |                        |
| Dec 8-12 | <b>No class – Finals week</b>  |    |                        |

### **Missed Classes and Late Submissions (what to do when you miss class or deadlines)**

- **Make up the missed material.** Read the textbook, review the posted slides from lecture, get notes from a classmate. If you have questions, come to office hours to discuss.
- **Attendance points.** You will not receive attendance points for missing class, because you can miss up to 6 class periods without penalty.
- **Late submissions.** Journals cannot be made up. Projects can be submitted up to five days late with a 20% penalty. After the five-day window, work will receive a zero.
- **Timestamp.** If you miss class the day of a deadline, take a picture and email it to your TA as a timestamp, and then get the hard copy turned into your TA within five days of the deadline. Late work without a timestamp gets a late penalty.
- **Submit!** It is ALWAYS better to submit an assignment late than to receive a zero.

### **Course Policies and Expectations (what we can expect of each other)**

- **Paper copies of projects.** If you miss class or misplace your project handouts, copies are available in the box outside my office, or from the TAs or myself in office hours.
- **Check your SIUE email BEFORE class.** In case of illness, exposure, and childcare issues, I may need to move class online. Please check your email before leaving home for class.
- **Illness policy.** If you have any illness symptoms that cannot be explained by a chronic condition you have, PLEASE stay home. Make up the work when you feel better. If you miss on a day we submit our work, follow the missed class policy to submit your work.
- **Open door.** My office is AH0132. If my door is open, you're welcome to drop in for help.
- **Emailing me.** Please only email me in an emergency. I can help you much better in person than by email. Stop by my office, see me after class, or email your TA. Please email me only if you have a significant ongoing issue and cannot get help in person.
- **Grades.** Student grades will be posted regularly on Blackboard. If you believe there is a discrepancy in the grade posted and the grade you received on an assignment, it is your responsibility to provide me with the graded assignment to justify any grade changes.
- **Extra credit.** Extra credit will be offered to the entire class, and not to individual students. Please do not ask for extra credit at the end of the semester to improve your grade.
- **Academic honesty.** Academic dishonesty occurs through plagiarism, prohibited genAI use, and prohibited help (see below). First offenses will receive a warning and learning plan unless they are egregious. A second offense will receive an F on the assignment and will be reported to the Provost's office. A repeat offense will result in failing the class and additional reporting. Academic dishonesty cases may involve:
  - **Plagiarism.** Do not plagiarize. See department policy below.
  - **genAI.** This is a level-0 genAI class, meaning that genAI use is not allowed and "students will create their own, original work without the use of GenAI for any manner." (see <https://prodev.illinoisstate.edu/ai/usage/> to review genAI levels). For this class, the use of artificial intelligence (AI) applications (including ChatGPT, DALL-E, and others) to produce content for course assignments and assessments is a violation of SIUE's academic policy and is prohibited.

- **Giving and receiving help.** You are encouraged to brainstorm ideas or discuss your projects with classmates. However, your submitted work should be your own.

### **University and Psychology Department Policies**

- **Psychology Department policy on plagiarism.** Plagiarism includes presenting someone else's words without quotation marks (even if you cite the source), presenting someone else's ideas without citing that source, or presenting one's own previous work as though it were new. When paraphrasing from another source or your own work, at the very least, the student should change the wording, sentence syntax, and order of ideas presented in the paper. Additionally, you should not submit a paper, or parts of a paper, written to fulfill the requirements of one class for the requirements in another class without prior approval of the current instructor and appropriate citation. Ideally, the student will integrate ideas from multiple sources while providing critical commentary on the topic in a way that clearly identifies whether words and ideas are those of the student or are from another source. Plagiarism is one type of academic misconduct described in SIUE's Student Academic Code (<http://www.siu.edu/policies/3c2.shtml>). University policy states that "Normally a student who plagiarizes shall receive a grade of F in the course in which the act occurs. The offense shall also be reported to the Provost." (<http://www.siu.edu/policies/1i6.shtml>). The University policy discusses additional academic sanctions including suspension and expulsion from the University. To insure that you understand how to avoid plagiarism, we encourage you to review the information on plagiarism provided on the Department of Psychology web page at <http://www.siu.edu/education/psychology/plagiarism.shtml>.
  - We will cover how to properly read and cite sources in class. You are responsible for understanding what plagiarism is; if you have any questions at all, you should discuss them with Dr. Hawkins BEFORE you turn in a plagiarized paper. A lack of knowledge of appropriate citation and referencing format will not excuse you from point deductions from written assignments or disciplinary action in the case of plagiarism.
- **Psychology Department policy on Incomplete Grades, Pass-No Credit Option, and Withdrawal.** It is the student's responsibility to officially withdraw from a course through the Enrollment Office by the dates set by the university if the student is not intending to complete the course. Students who do not withdraw and have not completed the course will receive an Unauthorized Withdrawal (UW). Only under special circumstances may a faculty member agree to give the student an Incomplete (INC) grade in order to allow the student to complete the remaining work for the course no later than the end of the following semester. An INC is never automatic but must be approved by the instructor. If an instructor agrees to give a student an INC grade, the instructor and student will fill out a form (Memorandum of Incomplete Grade) indicating why an INC is being given. One copy of the completed form will be given to the student, one copy will be given to the instructor, and one copy will be kept by the Department of Psychology secretary. If the work is not completed by the specified time, the grade will be changed from INC to F.
- **Psychology Department writing policy.** As a student in this course, you will be expected to display university-level writing, which includes completing course assignments that meet the following basic writing criteria. Specifically, all written assignments completed for this course should include:
  - clear transitions from sentence to sentence and idea to idea (e.g., paper is organized/flows well);
  - verb tense consistency;
  - clear and unambiguous sentences and ideas;

- writing that is free of typos, spelling errors, and major grammatical errors;
- properly formatted citations and references (if relevant).

This is by no means an exhaustive list of basic writing skills, but will give you an idea of what we are looking for in our papers. If you feel you need help with your writing, you are encouraged to seek assistance from the writing center on campus

(<http://www.siu.edu/is/writing>) or utilize one of the many online resources they have identified to help students (<http://www.siu.edu/is/writing/resources.shtml>).

If your graded written assignments fail to meet the basic writing requirements listed above (and any others found to be appropriate by your instructor), the instructor will stop the grading process and return the paper to you with the grade of 0. You will have 48 hours to return the assignment in an acceptable form; if it still fails to meet the basic writing criteria, the grade of 0 will remain.

- **SIUE Statement on disabilities.** Students needing accommodations because of medical diagnosis or major life impairment will need to register with Accessible Campus Community & Equitable Student Support (ACCESS) and complete an intake process before accommodations will be given. The ACCESS office is located in the Student Success Center, Room 1270. You can also reach the office by e-mail at [myaccess@siue.edu](mailto:myaccess@siue.edu) or by calling 618.650.3726. For more information on policies, procedures, or necessary forms, please visit the ACCESS website at [www.siu.edu/access](http://www.siu.edu/access).
- **SIUE statement on diversity.** All societies and peoples have contributed to the rich mix of contemporary humanity. In order to achieve domestic and international peace, social justice, and the development of full human potential, we must build on this diversity. SIUE nurtures an open, harmonious, and hospitable climate that facilitates learning and work. Each member of the University is responsible for contributing to such a campus environment.
- **SIUE nondiscrimination policy.** Southern Illinois University Edwardsville (SIUE) is a public comprehensive University committed to creating and maintaining a diverse community in which students, faculty, and staff can learn and work together in an environment free of discrimination and free from any form of illegal harassment. Such actions violate the dignity of the individual and the integrity of the University as an institution of learning. SIUE prohibits discrimination against employees, applicants for employment and students on the basis of age, color, disability, marital status, national origin, race, religion, sex, sexual orientation, or veteran's status. Discrimination in any form will not be tolerated; management and supervisory personnel, at all levels, are responsible for taking reasonable and necessary action to prevent discrimination.
- **University Guidance on Artificial Intelligence.** Unless expressly allowed by the instructor, the use of artificial intelligence (AI) tools and applications (including ChatGPT, DALL-E, and others) to produce content for course assignments and assessments is a violation of SIUE's academic policy and is prohibited.

#### **Student Services (where you can go if you need some help)**

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| <ul style="list-style-type: none"> <li>• <a href="#">Lovejoy Library Resources</a></li> <li>• <a href="#">Tutoring Resource Center</a></li> <li>• <a href="#">The Writing Center</a></li> <li>• <a href="#">Academic Advising</a></li> <li>• <a href="#">Dean of Students</a></li> </ul> | <ul style="list-style-type: none"> <li>• <a href="#">Financial Aid</a></li> <li>• <a href="#">Counseling Services</a></li> <li>• <a href="#">Cougar Cupboard (food pantry)</a></li> <li>• <a href="#">ITS (tech and Blackboard help)</a></li> <li>• <a href="#">SIUE Housing</a></li> </ul> |
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