

About the Instructor

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In-person Office Hour: Tuesdays 12:30-1:30 (Alumni Hall 0143)

Virtual Office Hour: Wednesdays 11:30-12:30 (meeting link located on Blackboard)

****Or by appointment**

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Welcome

Welcome to PSYC 200! This is an asynchronous, online course. That means that the course does not “meet” as a group at a certain time; however, you will have deadlines for your work—the class is NOT entirely self-paced. All class materials will be posted weekly to Blackboard. Plan to check Blackboard and SIUE email each morning and each evening for any necessary class updates.

A class announcement will be emailed to students to outline all expectations for the week on Monday mornings. Lectures and any supplemental materials to be covered for that week will be posted and should be viewed before the next week’s class. It will be very important to avoid getting behind each week as the materials that are required will accumulate quickly. Typical weekly materials include lectures and additional videos or activities to further illustrate material in the lectures and readings. Weekly expectations, assignment details, and due dates will be noted in each week’s emailed announcement; however, they are all also outlined in the syllabus below.

Bio

I teach undergraduate and graduate courses in the areas of Foundations of Psychology, Child and Adolescent Psychology, Careers in Psychology, Psychology of Gender, Psychotherapy with Children and Families, Crisis Intervention, and Psychopathology of Children and Families. I graduated from the SIUE Community and School Psychology program with a M.S. in Clinical Child Psychology. I have experience with inpatient psychiatric care with children, adolescents, adults, and families utilizing individual, group, and family therapy. Additionally, I have extensive assessment experience with juveniles involved in the legal system, youth living in foster care, and children struggling academically, socially, or interpersonally. I am the current faculty advisor of Psi Chi-The International Honor Society in Psychology.

Communicating with the instructor

The best way to communicate with the instructor is through email. Email will be checked daily and the intention is that all emails have a response within 24 hours, but if you have not received a response to your email after 24 hours feel free to reach out again. There will also be frequent contact through discussion boards. The instructor will also be available during office hours (noted above). Please email to arrange a virtual call if one is needed outside of scheduled office hours. The instructor can be flexible to accommodate schedules of students. Please email to arrange a time that works best.

About the Course

Course description

This course is designed to provide students with information and skills that will help them select and pursue a career in psychology by incorporating such activities as lectures, assignments, and small group exercises.

Prerequisite knowledge and credit hours

3 credit hours; Prerequisite: A C or better in PSYC 111, major status.

Course goals and objectives

- Identify your interests, skills, and values and how they relate to career choice.
- Locate and utilize resources for career information, interviewing, and job searching.
- Demonstrate a basic understanding of career development.
- Write a resume or vita to market your skills and experiences.
- Recognize the subfields of psychology.
- Discover departmental and campus resources to facilitate your academic and professional career.
- Review APA style (7th edition).
- Familiarize yourself with the steps necessary to apply to graduate or professional programs.

Course textbooks

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

Undergraduate students can rent textbooks from SIUE. Please visit the [Textbook Service website](#) for more information. For off-campus classes, the textbook may be shipped to you. Look for the option “Off-Campus Classes have special instructions, click here for these.” Note: shipping time may take up to two weeks.

Other course materials

Additional readings and materials will be posted on Blackboard.

Basic class information and structure

This is an asynchronous, online course. That means that the course does not “meet” as a group at a certain time; however, you will have deadlines for your work—the class is NOT self-paced. All class materials will be posted weekly to Blackboard. Plan to check Blackboard and SIUE email each morning and each evening for any necessary class updates.

A class announcement will be emailed to students to outline all expectations for the week on Monday mornings. Lectures and any supplemental materials to be covered for that week will be posted and should be viewed before the next week’s class. It will be very important to avoid getting behind each week as the materials that are required will accumulate quickly. Typical weekly materials include lectures and additional videos or activities to further illustrate material in the lectures and readings. Weekly expectations, assignment details, and due dates will be noted in each week’s emailed announcement, however they are all also outlined in the syllabus below.

Course requirements

Expectations

To ensure the best experience for all, students are expected to:

- *Watch class materials provided.* If you are hoping to do well in this, or any, course, regular viewing and active participation with all materials provided will always be the first step.
- *Be courteous and respectful of fellow students’ comments.* As we will not be seeing one another in class this semester, it will be very important to utilize good online communication. We will be viewing comments made by each other without the benefit of facial expression, tone, and body language that is so important in expressing

our own and understanding others' comments. Below are simple reminders on ways to keep online communication beneficial and respectful (see Online Class Behavior).

- *Be responsible for your own learning.* As college students you are entering adulthood, therefore keeping records of your own grades, being aware of the class assignments, and being proactive if you are falling behind (contacting the instructor to clarify confusing concepts prior to the exam, for example) is up to you. If you are having difficulty with any aspects of the course, contact me as soon as possible. Students can attend zoom office hours, set up an appointment to meet via zoom individually, or email me. The graduate assistant is also a great resource. See the office hours and contact information above for how to meet with either this instructor or the graduate assistant.
- *Please print and read the syllabus!* Before asking the instructor a question regarding due dates or assignments make sure it is not already on the syllabus. A syllabus quiz will be completed during the first week of the course. See Syllabus Quiz in Week One on Blackboard to complete.
- *Complete assignments on time.* Only Weekly Assignments will be accepted late. All assignments will be completed through Blackboard.

To ensure the best experience, students can expect the instructor to:

- *Be available to students to clarify or explain concepts further.* See the office hours outlined above. Email any requests for an office hour or Zoom appointment if necessary. Please do not email assignments, however emailed questions or concerns are welcome. Emails will not be answered if they do not contain the following:
 - A proper address (Mrs. Adams, Dear Mrs. Adams, Hello, Mrs. Adams),
 - Your name, class, and section
 - Professional language. Please, use full sentences, correct grammar, and appropriate language. Emails to your instructors should not look like text messages to your friends.
- *Provide an enriching environment that stimulates critical thinking and thoughtful discussion.*
- *Return graded work in a timely manner and to be available to clarify grading policies if needed.*

Blackboard (Bb)

- All lectures, grades, assignments, handouts, lecture guides, additional readings, and class announcements will be posted on Blackboard. Please check this system regularly.
- All materials posted in each weekly folder on Bb are required to be completed by 11:59pm on Sunday evenings.
- Lecture guides will be provided each week (found in the corresponding week's folder) to assist note taking during the recorded lectures.

Course activities/assessments

- **Exam** - The final exam is timed, cumulative, and will be mixed in format. The exam will be open on Wednesday at 8 am, 10/14 and closes Friday, 10/16 at 11:59pm. Once an exam is open it will close within 75 minutes.
 - Tips for taking online assessments:
 - Set up in a space with limited distractions.
 - **Do not** use a mobile device, such as a phone or tablet.
 - Read the instructions and directions carefully.
 - Be prepared to complete the assessment in the allotted time.
 - Be careful of clicking out of the exam. If this happens Blackboard will close the exam, so caution should be used.
- **Syllabus Quiz** - To encourage students to be fully aware of class expectations a quiz over the syllabus will be completed. This quiz can be found in the Week 1 Folder on Blackboard. The quiz will be due on 8/30 by 11:59 pm CST. This will not be accepted late.
- **Lecture Video Participation** - To receive the best class experience, participation and engagement are necessary. Each week one of the videos will be used as a "participation check" where points will be awarded for viewing at least 85% of the lecture. To encourage adherence of watching materials these videos will not be announced or indicated to the class. Although all video lectures will remain open throughout the semester,

participation points will only be awarded when completed by midnight each Sunday evening (i.e. for participation points, Week 1 lecture videos need to be viewed by midnight on 8/30).

- **Discussion Board Posts** - Four times throughout the course (every other week, starting in the 1st week) students will either respond to a discussion prompt or ask a discussion question that will be posted on Blackboard in the class Discussion Board. Questions and responses will be graded on content, clarity, and grammar. Throughout each week the content of students' questions/comments will be evaluated and given a grade. Each Discussion Board is worth 5 points, for a total of 20 points for the class. Posts must be made by 11:59pm on Sunday each week. Posts are not accepted late.
 - Guidelines for grading is listed below, but will also be available on each discussion post:
To receive full points for a discussion post, answers must be between 4-5 sentences in total and addresses all parts of the prompt. A 5-point response will have no grammatical or spelling errors, is at least the requested length, and is a complete, well-structured response. A 3-point response has some errors in spelling or grammar, and is not a fully expressed response, but does address all parts of the prompt. A 1-point response is written poorly, does not address all parts of the prompt, and has poor structure with multiple errors.
 - See the Psychology Department Policy on Writing included below for further clarification of acceptable writing skills.
- **Weekly Assignments** - Each week (except week 8) will consist of an assignment that corresponds with the lecture material presented that week. These assignments will vary in type and length but may include reflective essays, exploring resources, viewing job postings, etc. All weekly assignments will be completed on Bb in the corresponding weekly folder. Each assignment will include specific guidelines detailing all expectations. *Assignments are due by 11:59pm each Sunday. Weekly assignments will be accepted late but reduced by 3 points each day they are late. No points will be awarded for assignments completed over a week late.*

Grading and Grading scale

Assignments		Final Grades (points)
Final Exam (100 points)	100 points	A: 90% and above (278+)
Syllabus Quiz (10 points)	10 points	B: 80-89% (247-277)
Lecture Video Participation		C: 70-79% (216-246)
(5 points each x 8)	40 points	D: 60-69% (185-215)
Discussion Board Posts		F: 59% and below (184 and below)
(5 points each x 4)	20 points	Total points: 310
Weekly Assignments	140 points	
(20 pnts each x 7)		

Feedback and grading timeline

Discussion board grades with rubric feedback will be posted within 48 hours of the discussion due date. Goals for grading is to have all grades posted by the end of the week after they are due (Week 1 grades posted by the Sunday evening of Week 2, for example) but some assignments may take longer to grade. You can find your grade by clicking the My Grades link on the left menu of the Blackboard course.

Late or Missed Assignments

The Syllabus Quiz, Lecture Video Participation Points, and Discussion Board posts are not accepted late, but Weekly Assignments are accepted late. See the Weekly Assignments explanation for point deductions for late work.

Participation

See “Lecture Video Participation” section above for details on how participation credit will be given.

Submitting work

All work will be submitted through Blackboard in each Weekly folder.

Online discussions

See “Discussion Board Posts” section above.

Online class behavior

- **Reflect** before you post an emotional response and reread what you have written to be sure it is professional. Communicate as if your comments are printed in a newspaper.
- **Communicate** effectively.
 - Do not use all caps or multiple punctuation marks (!!!, ???, etc.).
 - Be sure to define or explain acronyms, jargon or uncommon terms so everyone can understand and participate in the discussion.
- **Sign your name.** Take responsibility for your comments in order to build a strong classroom community.
- **Foster community.** Share your ideas and contribute to ongoing discussions. Make comments that add to, not detract from, a positive learning environment for the course.
- **Be constructive.** Challenge ideas and the course content, but do so in positive ways. It’s fine to disagree, but when done politely you stimulate and encourage helpful discussion, and you maintain positive relationships with fellow students.
- **Keep the conversation on topic.** Online dialogue is like conversation. If there is a particular dialogue going on, please add to it, but if you have something new to say, start a new thread.

Technology requirements

Technical requirements for students can be found in this [ITS Knowledge Base article](#).

Technology capabilities

Students in an online course should be able to:

- Use a word processor, such as MS Word, to compose assignments and communicate with others in class
- Attach files to emails or course areas
- Navigate websites and course materials
- Reach out to tech support staff when issues arise and troubleshoot to resolve problems

Additional guidance for taking online courses can be found on the [Online at SIUE site](#).

Course and University policies

Academic integrity/plagiarism

Plagiarism is the use of another person’s words or ideas without crediting that person. Plagiarism and cheating will not be tolerated and may lead to failure on an assignment, in the class, or dismissal from the University, per the [SIUE academic dishonesty policy](#). Students are responsible for complying with University policies about academic honesty as stated in the [University’s Student Academic Conduct Code](#).

Departmental Policy on Plagiarism

Plagiarism includes either presenting someone else’s words without quotation marks (even if you cite the source) or presenting someone else’s ideas without citing that source. If you plagiarize, your instructor cannot evaluate your understanding of the topic. When paraphrasing from another source, at the very least the student should change the wording, sentence syntax, and order of ideas presented in the paper. 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.siue.edu/policies/1i6.shtml>). The University policy discusses additional academic sanctions including suspension and expulsion from the University. To ensure 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.siue.edu/education/psychology/plagiarism.shtml>.

*ANY case of academic dishonesty will receive the recommended university policy: failure of the course and reporting of the case to the Provost.

Department of Psychology 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)
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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.siue.edu/is/writing>) or utilize one of the many online resources they have identified to help students (<http://www.siue.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 24 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.

Regular and Substantive Interaction

Regular and substantive interaction (RSI) is required as part of new U.S. Department of Education regulations for distance (online) education and it supports student learning in all learning environments (online, face-to-face, hybrid, hyflex, etc.). SIUE faculty participate in RSI by initiating frequent and timely opportunities to engage with students. Because there are several ways to implement RSI, such as facilitating online discussions, scheduling a Zoom conference with a student, or holding regularly scheduled review sessions before tests, RSI may look different in every class. To learn more about RSI, use the Online Tips links for Faculty and Students in your Blackboard course websites or visit the Faculty Resources for Regular and Substantive Interaction webpage.

Academic Integrity

Students are reminded that the expectations and academic standards outlined in the Student Academic Code (3C2) apply to all courses, field experiences and educational experiences at the University, regardless of modality or location. The full text of the policy can be found here: <https://www.siue.edu/policies/3c2.shtml>.

Recordings of Class Content

Faculty recordings of lectures and/or other course materials are meant to facilitate student learning and to help facilitate a student catching up who has missed class due to illness or quarantine. As such, students are reminded that the recording, as well as replicating or sharing of any course content and/or course materials without the express permission of the instructor of record, is not permitted, and may be considered a violation of the University's Student Conduct Code (3C1), linked here: <https://www.siue.edu/policies/3c1.shtml>.

Services for Students Needing Accommodations

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. Students who believe they have a diagnosis, but do not have documentation, should

contact ACCESS for assistance and/or appropriate referral. The ACCESS office is located in the Student Success Center, Room 1203. You can also reach the office by emailing us at myaccess@siue.edu or by calling [618-650-3726](tel:618-650-3726).

If you feel you would need additional help in the event of an emergency situation, please notify your instructor to be shown the evacuation route and discuss specific needs for assistance.

Diversity and Inclusion

SIUE is committed to respecting everyone's dignity at all times. In order to learn, exchange ideas, and support one another, our virtual and physical classrooms must be places where students and teachers feel safe and supported. Systems of oppression permeate our institutions and our classrooms. All students and faculty have the responsibility to co-create a classroom that affirms inclusion, equity, and social justice, where racism, sexism, classism, ableism, heterosexism, xenophobia, and other social pathologies are not tolerated. Violations of this policy will be enforced in line with the SIUE Student Conduct Code.

The Hub <https://www.siue.edu/csdi> is an excellent resource for students for support and community. Any person who believes they have experienced or witnessed discrimination or harassment can contact Ms. Jamie Ball, Director in the Office of Equal Opportunity, Access and Title IX Coordination at (618) 650-2333 or jball@siue.edu. There is also an online form for reporting bias incidents at https://cm.maxient.com/reportingform.php?SIUEdwardsville&layout_id=10.

Additional Support

Academic and Other Student Services

As an enrolled SIUE student, you have a variety of support available to you, including:

- [Lovejoy Library Resources](#)
- [Academic Success Sessions](#)
- [Tutoring Resource Center](#)
- [The Writing Center](#)
- [Academic Advising](#)
- [Financial Aid](#)
- [Campus Events](#)
- [Counseling Services](#)

If you find that you need additional support, please reach out to me and let me know.

Cougar Care

Dealing with the fast-paced life of a college student can be challenging, and I always support a student's decisions to prioritize mental health. Students have access to counseling services on campus (Student Success Center, 0222). Make an appointment by visiting cougarcare.siue.edu or by calling [618-650-2842](tel:618-650-2842).

Student Success Coaches

[Student success coaches](#) work across campus to serve the SIUE student population with the tools and resources to adjust to and meet the demands of the college experience. Success coaches provide direct services such as time management support and referrals to campus resources. If you find yourself in need of academic or personal support, or in a situation that is preventing you from being successful in the classroom, please utilize [Starfish](#) to connect with a coach as soon as possible. The sooner you engage, the sooner you can access the information or tools you need that may help you get back on track.

Technical Support

Since this is an online course, you are expected to have reliable Internet access on a regular basis. It is your responsibility to address any computer problems that might occur. Such problems are not an excuse for delays in meeting expectations or for missing course deadlines.

Contact ITS at [618-650-5500](tel:618-650-5500) or at help@siue.edu with any technical concerns. You can also check the functionality of University systems, including Blackboard, at the [ITS System Status page](#), or search the [ITS Knowledge Base](#) for various how-to and troubleshooting guides.

Tips for taking online assessments:

- Set up a wired (Ethernet) Internet connection on your computer
- Do not use a mobile device, such as a phone or tablet
- Read the instructions and directions carefully
- Be prepared to complete the assessment in the allotted time

Course Schedule:

Week	Topics All lectures/notes found in Weekly folder on Bb	Readings/Activities Chpts are in textbook, any other items will be linked here and/or in the Weekly folder on Bb	Assignments and Due Dates All assignments are due by 11:59pm on Sunday evenings before starting new week
Week 1	Introduction Hallmarks of a Great Student Career Myths Interests and Values	Chpt 4 Article: The Psychology of the "Psychology Isn't a Science" Argument - Social Science Space	Syllabus Quiz Weekly Assignment (WA) 1: Interests and Values Discussion Board Post #1 8/30
Week 2	Maximize Your Degree Graduate School Basics	Chpts 3 and 6	WA 2: How Prepared Are You? 9/6
Week 3	Graduate School: Should You Go? and How to Apply APA	Chpt 6	WA 3: Understanding APA Articles Discussion Board Post #2 9/13
Week 4	Subfields #1: Helping Careers	Chpts 10, 11 (Not Educational Psych)	WA 4: Subfields #1 Career Evaluation 9/20
Week 5	Subfields #2: Experimental and Academia, and I/O and Human Factors	Chpts 8, 9	WA 5: Interesting Careers in Psychological Science Discussion Board Post #3 (with classmate response requirement) 9/27
Week 6	Subfields #3: Forensic, Sports, Health Résumés and Vitas	Chpts 12, 13, 15	WA 6: Résumés 10/4
Week 7	Letters of Recommendations Where and How to Apply Cover Letters	Chpts 5, Chpt 7 (pgs147-162) Article: Finding Your Fit	WA 7: Where to Apply Discussion Board Post #4 10/11
Week 8	Personal Statements Interviewing Final Thoughts	Chpt 5, Chpt 7 (pgs147-162) Article: Kisses of Death	Final Exam Opens Wednesday, 10/14 **Closes Friday, 10/16**

Subject to change notice

All material, assignments, and deadlines are subject to change with prior notice. It is your responsibility to stay in touch with your instructor, review the course site regularly, or communicate with other students, to adjust as needed if assignments or due dates change.