

## About the Instructor

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Office: AH 0143

Office Hours (on campus): Tuesdays 2:30-3:30 (or by appointment)

Zoom Office Hours: Wednesdays 11:00-12:00 (or by appointment)

Link: <https://siue.zoom.us/j/93928502075>

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### Welcome

Welcome to PSYC 200! Careers in Psychology is an incredibly beneficial, practical class that is designed to support students in developing a plan to reach their career goals. As explained throughout this syllabus, this class covers the multiple ways that a degree in psychology can be utilized. Many students state that this class is the most useful class in helping them make career decisions! I hope the same is true for all students in this course this semester as well.

### 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 with 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. The instructor will also be available during office hours (noted above). Please email to arrange a meeting 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.

On Mondays, an announcement will be emailed through Bb to detail expectations and activities for each week. These announcements should be used to assist you in preparing for class. If you are sick or unable to attend class, these announcements will outline the material that the class will cover. *As outlined in this syllabus, abbreviated notes for all lectures are provided on Blackboard (Bb). When classes are missed, students should read the textbook or readings to complete the notes found on Bb. Upon returning to class, students should then check with fellow students regarding the notes. Instructor notes will not be shared or sent to students.*

# 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 (7<sup>th</sup> 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.

## Course Structure

As seen in the class schedule below, the class is broken into 8 modules. Each module lasts 2 weeks and is comprised of related topics with an assignment that should be completed at the end of each module (with the exception of Module 8 as it ends with the Final Exam). In addition to the module assignment, there will be a brief, open note quiz completed on Bb. These quizzes are intended to be “participation checks” designed to keep students on track with class notes. Due dates for the assignments and quizzes are 11:59pm every other Monday before the start of each new module. Specific due dates are noted in the schedule below.

## Other course materials

Additional readings and materials will be posted on Blackboard.

# Course requirements

## Expectations

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

- *Come to class.* If you are hoping to do well in this, or any, course, regular attendance and active participation will always be the first step. The attendance policy is outlined below.
  - *There are 3 scheduled online class days.* On these dates (see the Course Schedule at the end of the syllabus), a recorded lecture and materials will be provided on Bb rather than in-person class.
- *Come to class prepared and ready to participate.* Classes are much more interesting when students are able to draw on their own experiences to enrich the material covered by the instructor and when all readings are completed prior to entering class.
- *Come to class on time and with as little amount of disruption as possible.* Please keep all devices not being used for note-taking out of sight and turned off.
- *Be courteous and respectful of fellow students' time and comments.* This refers to the statement above, in regards to limiting class disruptions, as well as appreciating other students' examples or questions. The classroom should be a comfortable and safe environment that promotes class discussion.

- *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 professor to clarify confusing concepts prior to the exam, for example) is up to you. *Please print and read the syllabus!* Before asking the professor a question regarding due dates or assignments make sure it is not already on the syllabus.
- *Turn assignments in on time.* All assignments will be submitted electronically through Blackboard (Bb). The submission location for each assignment will be located in the corresponding module folder in Coursework. Module assignments are accepted late (see details in the explanation for each assignment), but no other work will be accepted past the due date.

To ensure the best experience for all class members, students can expect the instructor to:

- Be available to students to clarify or explain concepts further. See the office hours outlined above. **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, Instructor Adams),
  - Your name, class, and section/class time
  - 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.

#### Submitting work

- All work for the class will be submitted through Blackboard (Bb). Please take time to explore the class Bb page to become familiar with the multiple resources linked there. Weekly announcements will be sent on Mondays to help students stay on track in the class. These announcements will remain on Bb throughout the semester. *Please refer to those announcements for details regarding class each week as most class questions will be answered there.* Further, abbreviated notes, quizzes, links to assignments, and the exam will all be located on Bb as well. Class materials will be found in Coursework and then in the corresponding Module folder.
- Any problems with Bb can typically be solved by 1) switching the browser being used (Bb likes Chrome and Firefox best), 2) logging out of Bb, then signing back in after several minutes, or 3) contacting ITS. Do not complete assignments or exams on a mobile device.
- All work will be submitted through Blackboard in each Weekly folder. **All work must be submitted as a .docx or a .pdf file. No .pages files will be accepted.**

Check Bb and your SIUE email regularly for class updates (including cancelations or changes in format).

#### Blackboard (Bb)

- All lectures, grades, assignments, handouts, lecture guides, additional readings, and class announcements will be posted on Blackboard. Please check this system regularly.

#### Grading and Grading scale

Assignments		Final Grades (points)
Final Exam (100 points)	100 points	A: 90% and above (278+)
Module Quizzes (7 total, 10 points each)	70 points	B: 80-89% (247-277)
Module Assignments (7 total, 20 points each)	140 points	C: 70-79% (216-246)
		D: 60-69% (185-215)
		F: 59% and below (184 and below)
		Total points: 310

## Course activities/assessments

- **Exam** - The final exam is timed, cumulative, and will be mixed in format. The exam will be open on Wednesday, 5/7 at 8 am, and close Thursday, 5/8 at 11:59pm. Once an exam is open it will close within 75 minutes. A study guide will be provided.
  - 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.
- **Module Quizzes**- To receive the best class experience, participation and engagement are necessary. While abbreviated notes are made available, it is important that students complete notes as the final exam is comprehensive. This class also details information that will be important for students to refer back to in the future. To facilitate engagement with class material and discussions, a quiz will be completed on Bb at the completion of each module (except Module 8). These will be open note quizzes that will be completed on Bb. Quizzes can be found in each corresponding Module folder in Coursework on Bb. *Quizzes are due by 11:59pm on the Monday before the start of each new module. See the class schedule below for specific dates. Module Quizzes will not be accepted late.*
- **Module Assignments** - Each module (except Module 8) will consist of an assignment that corresponds with the lecture material presented for that module. These assignments will vary in type and length but may include reflective essays, exploring resources, viewing job postings, etc. All module assignments will be completed on Bb in the corresponding module folder. Each assignment will include specific guidelines detailing all expectations. *Assignments are due by 11:59pm on the Monday before the start of each new module. See the class schedule below for specific dates. Module 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.*

## Feedback and grading timeline

- Quizzes and the Final Exam are graded automatically, while the Module Assignments will take longer to grade. Module Assignments will be graded prior to the start of each new module.

## Late or Missed Assignments

- The Module Quizzes and Final Exam are not accepted late, but Module Assignments are accepted late. See the Module Assignments explanation for point deductions for late work.

## 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](#).

### **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.siu.edu/policies/3c2.shtml>.

### **University guidance on artificial intelligence (AI)**

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.

### **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.siu.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.siu.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)

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 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.

### **University Policies and Information**

University policies and guidance that address teaching, learning, and student support services are available at: <https://kb.siu.edu/132378> Students are encouraged to visit this resource site for current information on:

- Regular and Substantive Interaction
- Recordings of Class Content
- Diversity and Inclusion
- Pregnancy and Newly Parenting Policy
- Services for Students Needing Accommodations (ACCESS)
- Academic and Other Student Services (Library, Academic Success, Tutoring, etc.)
- Cougar Care
- Student Success Coaches

### **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](mailto: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:

<b>Week</b>	<b>Topics</b> All lectures/notes found in Module folders on Bb	<b>Readings/Activities</b> Chpts are in textbook, any other items will be linked here and/or in the Module folder on Bb	<b>Assignments and Due Dates</b> All assignments are always due by 11:59pm. Only .doc or .pdf documents accepted (No .pages).
<b>Module 1</b> 1/14 1/16 1/21 1/23	Introduction Hallmarks of a Great Student Career Myths Interests and Values	Chpt 4  Article: <a href="#">The Psychology of the "Psychology Isn't a Science" Argument - Social Science Space</a>	Module Assignment (MA) 1: Interests and Values  Module 1 Quiz  Both Due: 1/27 by 11:59pm
<b>Module 2</b> 1/28 1/30 2/4 2/6	Maximize Your Degree Graduate School Basics	Chpts 3 and 6	MA 2: How Prepared Are You?  Module 2 Quiz  Both Due: 2/10 by 11:59pm  <b>Online Class 2/6-* -No in-person class. Recorded lecture will be provided.</b>
<b>Module 3</b> 2/11 2/13 2/18 2/20	Graduate School: Should You Go? and How to Apply APA	Chpt 6	MA 3: Understanding APA Articles  Module 3 Quiz  Both Due: 2/24 by 11:59pm
<b>Module 4</b> 2/25 2/27 3/4 3/6	Subfields #1: Helping Careers	Chpts 10, 11 (Not Educational Psych)	MA 4: Subfields #1 Career Evaluation  Module 4 Quiz  Both Due: 3/17 by 11:59pm
<b>3/11</b> <b>3/13</b>	<b>Spring Break-No classes</b>		
<b>Module 5</b> 3/18 3/20 3/25 3/27	Subfields #2: Experimental and Academia, and I/O and Human Factors	Chpts 8, 9	MA 5: Interesting Careers in Psychological Science  Module 5 Quiz  Both Due: 3/31 by 11:59pm
<b>Module 6</b> 4/1 4/3 4/8 4/10	Subfields #3: Forensic, Sports, Health Résumés and Vitas	Chpts 12, 13, 15	MA 6: Résumés  Module 6 Quiz  Both Due: 4/14 by 11:59pm



<b>Module 7</b> 4/15 4/17 4/22 4/24	Letters of Recommendations Where and How to Apply Cover Letters	Chpts 5, Chpt 7 (pgs147-162) Article: <a href="#">Finding Your Fit</a>	MA 7: Where to Apply Module 7 Quiz Both Due: 4/28 by 11:59pm *4/24 Online Class-No in-person class. Recorded lecture will be provided.
<b>Module 8</b> 4/29 5/1 5/7-5/8	Personal Statements Interviewing Final Thoughts	Article: <a href="#">Kisses of Death</a>	Final Exam: completed online. Exam opens Wednesday, 5/7 at 8am until 11:59pm on Thursday, 5/8 *5/8-No in-person class as the exam is online

### 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.