SIUe

Syllabus for PSYC 200
Careers in Psychology
Department of Psychology
May 12 – May 30

Instructor: Dr. Maggie Polk
Office: AH 0129
Office Hours: By appointment only

Term: May 2024 (May 12 – May 30)
Class Location: Online, Asynchronous
E-mail: marpolk@siue.edu

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. 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**!

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

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 may be assigned throughout the semester and will be posted to Blackboard.

Communicating with YOU:
I will send out many emails and announcements via Blackboard so it is your responsibility to check your SIUE email regularly, as well as Blackboard announcements. I STRONGLY encourage you to check your email and/or Blackboard at least once every business day to stay up to date.

Communicating with the instructor:
The most reliable way to contact me is via e-mail. I respond to e-mails I receive during the week (M-F, 9-5 p.m.) within 24-48 hours. If I receive an email outside of those business hours, please understand that that timeline may be even longer in response. If you are unable to attend office hours due to a scheduling conflict, please contact me for an appointment to meet via zoom.

E-Mail Guidelines:
E-mail is a wonderful tool when used properly. Please follow these simple guidelines when e-mailing me, so that I can identify you as one of my students quickly and address your concern without having to write you back to say "Who are you and what class are you in??" (This happens, *often*!)
1. Include class info in your subject line (PSY 200).
2. ALWAYS sign your e-mail. Many of you have e-mail addresses that mask your identity.
3. Please treat your e-mails as professional communications. Please use proper grammar, spelling, and punctuation.
Note: If you do not respect these guidelines I will not respond to your email. It is IMPERATIVE that you are professional in your email communication to me.

How to Do Well and Have Fun in This Course
The concepts in this class are not difficult, but you should meet my basic expectations to do well:
- **Understand course expectations** – read syllabus, ask questions, complete syllabus quiz
- **Complete daily material** – read your textbook and review daily materials
- **Submit assignments** – projects due on BB Fri at 11:59pm and exams due Sun at 11:59pm

Course Requirements and Policies
Assignments are posted in Blackboard throughout the semester and will be due online at the scheduled date and time. The dates of each assignment can be found on Blackboard and in your course calendar at the end of your syllabus. It is your responsibility to make sure that all assignments are completed and turned in on time. Work turned in after the scheduled date and time is considered late work.

Submitting Work
All assignments will be submitted via Blackboard. No emailed assignments will be accepted.

Exams (50 points each; 150 points total)
You will complete three exams consisting of multiple-choice questions on the weekends of each week in this course. Each exam will only cover what you learned about in that specific week of material. No exam will be cumulative. Questions will focus on material presented during lecture videos, textbook readings, extra course readings and course assignments. Your exams are not cumulative. Your exams will open Friday morning at 12am and close Sundays at 11:59 p.m. of their respective weeks (see Course Schedule for official dates). Your exam will be open for 45 – 60 minutes (please see exam instructions for specific time) and you can take the exam anytime during the time frame. Once the exam deadline has passed, the exam cannot be made up. Your exams will be open readings and notes; however, the exam is to be taken individually, without

help from anyone else. Once started, the exam must be completed in one sitting (i.e., it cannot be paused and resumed at a later time).

Please ensure that you have a reliable computer and Internet access when you choose to begin the exam. **If an exam "reset" is required for any reason, please email me while the exam is open. If the exam is reset, your final grade will be reduced by 10 percent of the exam value**. The reduction is because 1) a reset extends the time of a timed exam and 2) students are responsible for ensuring their computer and Internet access are reliable. I can't guarantee I will see your email in time to reset an exam (especially if you email over the weekend), so please do everything you can to ensure your computer and Internet access are reliable. **Email exam reset requests at least 24 hours before an exam is due; requests sent less than 24 hours before a deadline may not be seen in time for a reset. Once the exam deadline has passed, the exam cannot be made up or reset.**

Course Activities (points vary by activity; 250 points total)
For each week, there will be an end of the week project/activity for you to complete. These are open throughout the entire week and are due on Friday's each week. In the course calendar, Fridays are left open for you to work on these assignments. However, I STRONGLY encourage you to look at these ahead of time and do not save them until Friday. They will take time and have multiple parts to them. Each activity will have it's own unique instructions so please check blackboard for what to expect. A rubric will be provided along with the instructions.

Discussions (5 points each; 25 points total)
Each week, you will participate in 2 discussion threads that are due on Tuesday and Thursday each week (except for the final week – you will only have one discussion thread). In each thread, you will be asked a set of questions related to that week's materials. You will need to respond to all parts of the question in order to receive full credit. In addition, you will be asked to respond to at least 2 of your classmate's posts. For each discussion topic, you will have 3 posts – 1 initial post and 2 reply posts. Each thread you will have 3 total posts. Your initial post is worth 3 points, and each reply post is worth 1 points (total of 5 points for each discussion thread). Your initial post will be graded either as Excellent (3 points), Satisfactory (2 points), Unsatisfactory (1 point), missing (0 point). To receive excellent, students need to fully answer the question asked, go into great detail, provide evidence from the book or lecture videos and demonstrate a good understanding of the question asked. Satisfactory answers the question as is but does not go above and beyond. Unsatisfactory fails to answer all parts of the questions or does not give an answer that demonstrates understanding. Your reply posts need to be substantial replies, meaning they need to say more than "I agree" or "disagree". You need to point out what exactly you agree or disagree on and why.

The point of these discussions is to get to discuss with your classmates about key topics in psychology and pursuing careers in psychology.
Point breakdown: 3 points initial response; 1 points each reply

Daily Journals (5 points each; 10 total)
Each day, there will be a journal prompt for you to complete. These prompts will be related to what you have read and watched for that day. Each journal will have specific instructions for what to do for that daily journal. These will serve as ways for you to reflect on what you have learned that day and think about how you can apply it to your own life. To receive full credit, you will need to have a substantial post. This means it needs to be clear that thought was put into the post (aka it was not answered at the last minute), show some depth in your thinking, and apply what you have learned in that day. There will be a total of 10 journals, 3 in the first week, 4 in the second week and 3 in the last week. They will all be due on Thursday of each week, but I encourage you to fill them out daily.

Syllabus Quiz (10 points)
All students will need to complete a syllabus quiz at the start of the semester. The syllabus quiz will be completed online through blackboard. You will have 15 minutes to take the quiz.

Participation (15 points)
Based on lecture videos, slides and articles, there will be participation questions that you will be expected to respond to. This will be formatted like a quiz in blackboard, but it will remain open throughout the whole week. There will be sprinkles of extra credit questions throughout the quiz. I recommend answering the questions daily but you will not have to turn these in until the end of the week.

Pre – and Post – Course Quizzes (Extra Credit)
There will be chance to earn up to 3 points of extra credit by completing these quizzes. This will be to test your knowledge before and after taking the course. They are extra credit!

Course Policies

Course Questions
It is natural for everyone to have questions and I want you to feel comfortable asking questions. That said, in some cases, students ask questions that could be easily answered by looking in the syllabus or course materials. In order to facilitate personal responsibility, I ask that you follow the "rule of 3 then me" before asking a question. If your question is about the course requirements or some aspect of the course check in 3 places for the answer before you ask me. When you ask me, tell me where you have looked for the answer and explain your question. This helps me understand the question so I can give you a better answer. If you do have a question, you can send me an email.

Technology
This course will use Blackboard (https://bb.siue.edu) as the primary vehicle for disseminating class materials. Announcements, lecture videos, assignments, updates, grades, and other important course information will be posted to Blackboard. It is your responsibility to regularly check this course's Blackboard website throughout the semester. All assignments will be turned in on Blackboard (when applicable) unless otherwise instructed to do something differently by the instructor of this course.

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.

Use of an AI Generator such as ChatGPT, iA Writer, MidJourney, DALL-E, etc. is **explicitly prohibited** unless otherwise noted by the instructor. The information derived from these tools is based on previously published materials. Therefore, using these tools without proper citation constitutes plagiarism. Additionally, be aware that the information derived from these tools is often inaccurate or incomplete. It's imperative that all work submitted should be your own. Any assignment that is found to have been plagiarized or to have used unauthorized AI tools may receive a zero and / or be reported for academic misconduct. By submitting assignments in this class, you pledge to affirm that they are your own work and you attribute use of any tools and sources.

Grading

Assignment	Point Breakdown
Syllabus Quiz	10
Participation	15
Discussion (5 x 5)	25
Journal entries (10 x5)	50
Course Activities (250)	250
Exams (3 x 50)	150
Total	**500**

Final grades are not negotiable. I do NOT round up. There will be opportunity to receive extra credit in this course, but it is your responsibility to work for it. If you are upset about a grade on an assignment, you need to set up a meeting with me to discuss that within a week of the published grade of the assignment. After that, I will not consider a grade dispute. *I especially do not respond to end-of-semester e-mails that request unearned grade bumps*.

Late or Missed Assignments

Any **written assignment** must be completed and submitted via Blackboard by their assigned time. Assignments turned within 24 hours of due date will receive a **10% deduction**. Assignments turned within 48 hours of due date will receive a **20% deduction. Anything more than 48 hours will not be accepted and receive a 0**. Students are responsible for anticipating that technology can often fail and should be in communication with the instructor if necessary, PRIOR to the deadline. Assignments cannot be submitted via email unless communicated with the instructor ahead of time. If assignment is emailed without prior approval, assignment will immediately receive 20% deduction. You are encouraged to confirm that your assignment has been received via blackboard.

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 paper including headings, citations and references, per the 7th edition of the APA manual.

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/lss/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 (see below for the specific policy for this class).

- **The penalty for unacceptable writing in this class is as follows: If more than three writing errors are found on any one page of a written assignment, grading will cease, and the student's paper will be returned with a grade equal to 50% of the total point value for the assignment.**

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 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

University Policies

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. 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 Center for Student Diversity & Inclusion 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
• The Writing Center
• Academic Advising
• 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.

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.

Course Schedule

Date	Topic	Text Reading	Assignments Due 11:59pm
Mon, May 12	Welcome to Class – expectations, introduction, and plans	Syllabus Blackboard	Syllabus Quiz Pre-Course Quiz (E.C.) Introduction Discussion (E.C.)
Tues, May 13	The Psychology Major – myth vs. reality	Chs1 and 3	Discussion 1
Wed, May 14	Planning Your Career – your goals, interests, and skills	Ch4	
Thurs, May 15	Kicking A in College – being a good student and human	Ch2	Discussion 2 Week 1 Daily Journals due (x3)
Fri, May 16	**Interests Project (Course Activity 1)** Exam 1 Open at 12am		**Course Activity 1**
Sun, May 18	**Week 1 assignments (Exam 1 closes at 11:59pm)**		**Exam 1** **Week 1 Participation Questions**
Mon, May 19	Psychology Subfields – Research: Experimental and School	Chs8 and 11	
Tues, May 20	Psychology Subfields – Applied: Clinical and Counseling; I/O Psychologist	Ch 9 & 10	Discussion 3
Wed, May 21	Psychology Subfields – applied subfields	Chs 12, 13, 15	
Thurs, May 22	Kicking A in Psyc at SIUE – opportunities and expectations	--	Discussion 4 Week 2 Daily Journals due (x4)
Fri, May 23	**Scavenger hunt (Course Activity 2)** Exam 2 open at 12am		**Course Activity 2**
Sun, May 25	**Week 2 assignments (Exam 2 closes at 11:59pm)**		**Exam 2** **Week 2 Participation Questions**
Mon, May 26	Research in Psychology – journals, APA style	Ch 3 (APA section)	
Tues, May 27	Graduate School – what and why, guest experiences	Chs 6 and 7	
Wed, May 28	Resumes and Cover Letters – tips and mistakes to avoid	Ch5	Discussion 5
Thurs, May 29	Kicking A in Life – being a good professional and human ***Exam 3 Open at 12am***	--	Post Course Quiz (E.C.) Week 3 Daily Journals due (x3)
Fri, May 30	**Careers project (Course Activity 3)** ***Exam 3 closes at 11:59pm due to course closing***		**Course Activity 3** **Exam 3** **Week 3 Participation Questions**

Note: 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.