**Professional Seminar: Careers in Psychology (PSY 2100; 1 credit hour)**

**Course Syllabus for Spring 2018 (Second 8-week Session)**

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**Instructor Contact Information**

All course-related correspondence should be sent to [psy-2100@txstate.edu](mailto:psy-2100@txstate.edu). This mailbox is monitored by 1 of the 3 individuals below from Monday through Friday. Please allow at least 1 business day for a response (e.g., an email sent on Friday at 4:00 pm will be acknowledged by Monday at 4:00 pm).

**Dr. Millie Cordaro**, LPC-S (Co-Instructor)

Office Hours Via Chat Room in TRACS on Tuesdays, Wednesdays & Thursdays 2-3 pm

Office Hours Face-to-Face in UAC 253E on Tuesdays & Thursdays from 9:30-12pm

Phone: 512-245-3161

**Dr. William Kelemen** (Co-Instructor)

Office Hours Via Chat Room in TRACS on Mondays 9:00 - 11:00 am

Office Hours Face-to-Face in UAC 253 on Fridays from 10:00 am - noon

Phone (PSY Dept. Office): 512-245-2526

**Sara Hicks** (Graduate Instructional Assistant)

Office Hours: Monday & Wednesday from 8:30 am – 10:30 am via Chat Room in TRACS

**Course Description**

This 8-week hybrid course examines the characteristics of Psychology as a discipline and profession. Students are required to attend a minimum of 3 class meetings with the remainder of the course delivered online through TRACS. Course topics include degree options and current trends in Psychology and its subfields, especially as they relate to professional and career issues. This course provides information and skills that will help students select and pursue a career in Psychology. Prerequisite: Students enrolled in this course must have completed Introductory Psychology (PSY 1300 or its equivalent) with a grade of C or better.

**Onsite Course Meeting Location and Time**

All sections (except 38339-263 and 38340-264) will meet in **UAC, Room 206.** Please refer to course schedule for specific onsite meeting dates.

|  |  |  |
| --- | --- | --- |
| Section 35608-257 | Tu 9:30-10:20am | **UAC, Room 206** |
| Section 35609-258 | Tu 10:30-11:20am | **UAC, Room 206** |
| Section 35610-259 | Tu 11:30-12:20am | **UAC, Room 206** |
| Section 36271-260 | Th 9:30-10:20am | **UAC, Room 206** |
| Section 36272-261 | Th 10:30-11:20am | **UAC, Room 206** |
| Section 36273-262 | Th 11:30-12:20pm | **UAC, Room 206** |
| Section 38339-263  \*Two-way Interactive Video | Tu 12:30-1:20pm | **Alkek Library, Room 119** |
| Section 38340-264  \*Two-way Interactive Video | Tu 12:30-1:20pm | **Avery Building (Round Rock campus), Room 366** |

**Student Learning Outcomes**

At the completion of the semester students will be able to:

* Contrast Psychology with other academic disciplines
* Explain the major subfields of Psychology
* Discuss the professional issues related to various degree options across subfields of Psychology
* Critically evaluate trends and future directions in Psychology using a variety of resources
* Explain what professional issues in Psychology relate to the students’ future career plans
* Generate career-planning materials relevant to Psychology

The Department of Psychology has adopted expected student learning outcomes for the undergraduate major. These expected student learning outcomes are available for your review at the following website: <http://www.psych.txstate.edu/about/assessment.html>

**Required Textbook**

The following textbook is required for the course and can be purchased in hard copy or as an electronic textbook (E-book).

Helms, J. L. & Rogers, D. T. (2015). *Majoring in Psychology: Achieving your Educational and Career Goals (2E)*. Malden, MA: Blackwell Publishing. ISBN: 978-1-118-74103-0

A hard copy of the book is on reserve in the Texas State library, which can be checked out for 2 hours at a time. To check if the book is currently available for checkout, search for PSY 2100 at: <http://catalog.library.txstate.edu/search/r>

The E-book can be accessed free of charge through the Texas State Library. To access it, go to

<http://catalog.library.txstate.edu/record=b4211090~S1a>

The E-book can be purchased at:

<http://www.wiley.com/WileyCDA/WileyTitle/productCd-1118741021.html>

**Course Policies**

1. **Course Structure**

* This 8-week hybrid course is combination of onsite meetings and online course material and activities delivered through TRACS and organized by weekly units. A class week is defined as the interval between Monday 12:01 am CST and the following Friday at 11:59 pm CST. Week 1 begins on the first day of the 8-week semester.
* Weekly assignments are posted in the syllabus, and a reminder of work due each week will be posted on Mondays in the *Announcements* area of TRACS and sent via email. Please check your email carefully for course announcements.
* Assignments must be completed and successfully submitted by the end of the specified class week unless otherwise noted. Please submit early whenever possible to avoid problems caused by possible TRACS outages. Late assignments can be submitted via email for partial credit (see details in “Course Activities” below). However, the time allowed for quizzes will not be extended or rescheduled.
* Assignments should be submitted via *Assignments* in TRACS. Acceptable file formats are limited to Microsoft Word (.doc, .docx, or .rtf) and Adobe (.pdf). Work submitted in other formats will be counted as missing until it is resubmitted in one of the formats above.
* Please save a back-up file for every assignment that you submit for grading.

1. **Communication and Participation**

* All course email should include your first and last name, and be sent to [psy-2100@txstate.edu](mailto:PSY2100@txstate.edu).
* For efficiency, general course-related questions and answers are posted to the *Problem Solver* forum. Please check there before sending email to the instructors, because your question may have been answered already.
* Students should be aware that postings in the chat room or discussion forum of TRACS are public messages viewable by the entire class or assigned group members. Please observe appropriate online etiquette: All online communications must reflect respect, fairness, honesty and tact. Spelling and grammar are important in this online course, and your communication always should reflect a high level of professionalism.

1. **Grading**

Students will be able to track their scores throughout the semester using the *Gradebook* feature of TRACS. Final course grades will be determined by students’ performance on the assignments in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| ***Name of Assignment*** | ***Number of Occurrences*** | ***Points per Occurrence*** | ***Total Points for Assignment*** |
| Attend 3 onsite classes | 3 | 15 | 45 |
| Chapter Quizzes | 2 | 20 | 40 |
| Career Identification Assignment | 1 | 50 | 50 |
| Application Materials Assignment | 1 | 50 | 50 |
| **Total** | 7 | -- | 185 |

There are 185 points possible. Course grades will be assigned according to the following scale:

A = 90-100% (166-185 points). Performance of the student has been at the highest level, showing sustained excellence in meeting all course requirements and exhibiting an unusual degree of intellectual initiative.

B = 80-89% (148-165 points). Performance of the student has been at a high level, showing consistent and effective achievement in meeting course requirements.

C = 70-79% (130-147 points). Performance of the student has been at an adequate level, meeting the basic requirements of the course.

D = 60-69% (111-129 points). Performance of the student has been less than adequate, meeting only the minimum course requirements.

F = Below 60% (Below 110 points). Performance of the student has been such that minimal course requirements have not been met.

1. **Academic Honesty**

You should read the honor code at Texas State University, which can be accessed at <http://www.txstate.edu/effective/upps/upps-07-10-01.html>. Note that the honor code lists numerous forms of cheating, including plagiarism. Instances of cheating will result in conference with the student and an academic penalty (which includes the possibility of an “F” in the course). In addition, the matter may be referred to the Honor Code Council Chair, the Associate Vice President for Academic Affairs, and/or the Dean of Students for further action. If you have any questions about whether your actions may violate the honor code, then please contact a course instructor for clarification.

1. **Technical Support**

If you experience software difficulties (e.g., logging into TRACS, downloading or uploading a file, completing an assessment, accessing your grades, etc.), then please choose one of the options below. If the issue is preventing you from completing a time-sensitive assignment, then also contact a course instructor via email.

Options for help:

* Contact TRACS support staff at: 512.245.5566 or [tracs@txstate.edu](mailto:tracs@txstate.edu)
* Chat with TRACS staff at: <http://tracsfacts.its.txstate.edu/chatwithtracs/tracschat.html>
* Obtain information at: <http://tracsfacts.its.txstate.edu/Documents/Student-Guides.html>

1. **Special Needs**

Texas State University does not discriminate on the basis of disability in the recruitment and admissions of students or in the operation of any of its programs and activities. Any student with a disability or other need that may require special accommodations for this course should inform the instructors during Week 1 of class. For further information, see: <http://www.txstate.edu/effective/upps/upps-07-11-01.html>.

1. **Drops and Withdrawals**

Students are responsible for initiating all drops and withdrawals. The deadline to drop this class is April 10, 2018. After this date, you may only withdraw from a class for a very serious reason that is clearly beyond your control, such as injury or accident (which must be documented). Usually, such circumstances mean that you withdraw from all of your classes at the university. The deadline to withdraw from all of your classes is April 19, 2018. For further information, see: <http://www.registrar.txstate.edu/registration/drop-a-class>

**Course Activities**

**1. Attendance**

This course is designed to provide a hybrid experience including both in-person and online interactions and activities. There will be four onsite meetings during the 8-week semester, and you will be required to attend at least three class meetings to earn credit. Therefore, you are allowed to miss up to one class meeting without penalty. Please refer to the schedule to note assigned dates for onsite class meetings. You must be present the entire class period to receive points. It is your responsibility to sign-in during class in order to receive credit for attending class. Students can track their attendance under the Attendance tab in TRACS.

**2. Quizzes**

This semester you also will complete 1 practice quiz, which covers the syllabus, and 2 graded quizzes, which cover chapters in the book. The graded quizzes will be multiple-choice and contain 10-items each. They will be available in *Assessments*. Quizzes are non-cumulative and open-book; however:

* There is an 18-minute (18:00) time limit to each quiz. If you have read and studied the modules and chapters carefully, this should be more than enough time to complete each quiz.
* Except for the practice quiz covering the syllabus, each quiz can be opened only once. In other words, quizzes can be taken only one time. Be prepared to take the quiz prior to opening the assessment; you will not be able to reopen or retake the quiz at another time. Students will not be allowed to retake quizzes due to difficulties with computers, internet connectivity or internet processing speed issues. Therefore, the use of Wi-Fi during quizzes is strongly discouraged.
* You must take the quiz during the time period specified on the course schedule. A quiz will be available during the Thursdays (12:00am to 11:59pm CST) of the corresponding module. Students who forget to take a quiz will not be allowed to makeup the quiz—no exceptions. Students who are able to submit documentation for extenuating circumstances may have the opportunity to take a missed quiz. If students go over the 18-minute time limit on a quiz, the quiz will automatically retract and only questions answered will be counted toward the quiz grade. Answers to quiz questions can be accessed through the instructor or GIA.

**3.** **Career-planning Activities: Job Track or Graduate School Track**

This semester, you will complete several activities related to career planning. These activities will be due in the latter portion of the course (Weeks 5-8, see [Course Calendar](#Calendar)). Keep in mind the following points:

* Some of the required activities will differ according to your career goals. Many of you will be seeking a job immediately after graduation with your BA/BS in Psychology: you should complete the activities listed in the course calendar under “Job Track.” Others of you will be seeking a higher degree in graduate school following graduation: if so, you should complete the activities listed in the course calendar under “Graduate School Track.” You should complete only the Job Track activities or the Graduate School Track activities, not both. You must choose 1 of the 2 tracks for these assignments.
* Your career-planning activities will be submitted through the *Assignments* area of TRACS. You will be uploading documents (remember to use .doc, .docx, .rtf or .pdf format) as attachments.
* Please submit your attachments using this naming convention: **LastnameFirstinitial\_WeekNumber**. For example, if Sarah Jones was submitting an assignment for week 7, her file would be named JonesS\_Week7.
* Late career-planning assignments will receive a 5-point deduction, plus an additional 5 point deduction for each business day the assignment is late. Students who are able to submit documentation for extenuating circumstances may have the opportunity to submit late work without penalty.

The following rubric will be used to assess your Occupation Report and Graduate Program Search Forms (Career Identification assignment).

|  |  |
| --- | --- |
| **Excellent**  **(25-21 Points)** | Submission thoroughly addressed all requirements and showed careful attention to detail; resources were used appropriately and synthesis of material was evident; document was grammatically correct and without misspellings. |
| **Good**  **(20-16 Points)** | Submission addressed all requirements and showed some attention to detail; resources were used appropriately, but little synthesis of material was evident, or document contained some minor grammatical errors or misspellings. |
| **Unsatisfactory**  **(15-11 Points)** | Submission addressed some requirements but showed little attention to detail; some resources were used, but little synthesis of material was evident, or document contained major grammatical errors or misspellings. |
| **Bare Minimum**  **(10-0 Points)** | Submission showed little attention to detail; some resources were used, but no synthesis of material was evident, or document contained major grammatical errors and misspellings. |

The following rubric will be used to assess your Résumé and Cover Letter (Job Track) or Vita and Statement of Purpose (Graduate School Track).

|  |  |
| --- | --- |
| **Excellent**  **(25-21 Points)** | Documents showed a high degree of professionalism, were appropriately focused on your career goal, and free of grammar and spelling errors. |
| **Good**  **(20-16 Points)** | Documents showed some professionalism, were appropriately focused on your career goal, or contained minor grammar and spelling errors. |
| **Unsatisfactory**  **(15-11 Points)** | Documents showed little professionalism, were unfocused, or contained major grammar and spelling errors. |
| **Bare Minimum**  **(10-0 Points)** | Documents showed little professionalism, were unfocused, and contained major grammar and spelling errors. |

**PSY 2100** **Course Calendar** **Spring 2018**

|  |  |  |  |
| --- | --- | --- | --- |
| **Week/ In-class session**  F2F= Face-to-face meeting | **Readings & Activities**  TEXT = Helms & Rogers (2015) textbook | **Activity/Assignment Deadlines** (All deadlines are 11:59 CST on the dates shown below) | |
| Week 1  3/6-3/9  **#1 F2F** | * Read the Welcome Letter sent via email * Read Week 1 Unit * Read the Course Syllabus on website * Read article titled: *Careers in Psychology* | * **Meet in class for face-to-face onsite meeting #1** * **Thursday, 3/8:** Practice Syllabus Quiz due | |
| Week  3/12-3/16 | * SPRING BREAK | * NO CLASS | |
| Week 2  3/19-3/23 | * Read Week 2 Unit * Read TEXT Chapters 5 & 7 | * **Thursday 3/22:** Quiz #1 due | |
| Week 3  3/26-3/30 | * Read Week 3 Unit * Read TEXT Chapters 6 & 10 | * **Thursday 3/29:** Quiz #2 due | |
| Week 4  4/2-4/6  **#2 F2F** | * Read Week 4 Unit * Read TEXT Ch. 8 * Choose one chapter to read in TEXT: 9, 11, 12, 13, 14 or 15 | * **Meet in class for face-to-face onsite meeting #2** | |
| **For Weeks 5-8, please use the due dates in only one column to the right (either Job or Graduate School)** | | **Due dates in this column below are only for students on the Job Track** | **Due dates in this column below are only for students on the Graduate School Track** |
| Week 5  4/9-4/13  **#3 F2F** | * Read Week 5 Unit * Review Occupational Outlook Handbook * Complete Texas Reality Check * Complete O\*Net Interest Profiler * Complete Job Search or Graduate Program Search * **Career Services guest talk** | * **Friday, 4/13:** Submit Career Identification assignment form (including Job Search)   **Meet in class for face-to-face onsite meeting #3** | **Friday, 4/13:** Submit Career Identification assignment form (including Graduate Program Search)  **Meet in class for face-to-face onsite meeting #3** |
| Week 6  4/16-4/20 | * Read Week 6 Unit | * Create draft résumé and cover letter * Optional: Meet with a Career Counselor for feedback | * Create draft vita and statement of purpose * Optional: Meet with a Career Counselor for feedback |
| Week 7  4/23-4/27  **#4 F2F** | * Read Week 7 Unit * Wrap-up session | * Revise draft résumé and cover letter * Optional: Meet with a Career Counselor for feedback * **Friday, 4/27:** Submit final version of a résumé and a cover letter for your top job. These should be tailored to the job, polished and free of errors. * **Meet in class for face-to-face onsite meeting #4** | * Revise draft vita and statement of purpose * Optional: Meet with a Career Counselor for feedback * **Friday, 4/27:** Submit final version of a vita and a statement of purpose for your top graduate program. These should be tailored to the program, polished and free of errors. * **Meet in class for face-to-face onsite meeting #4** |
| Week 8  4/30 | * Read Week 8 Unit | * Complete optional course survey | * Complete optional course survey |