

**HANDBOOK FOR
UNDERGRADUATE
STUDENTS IN
PSYCHOLOGY**



2008-2009

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I. INTRODUCTION

The Department of Psychology welcomes you as a Psychology major. We believe you have chosen one of the most interesting and useful subjects to study and one of the finest departments at this university.

The purpose of this manual is to introduce you to the programs, policies and procedures of the department. It will be to your advantage to familiarize yourself with its contents. Feel free to discuss any questions you might have with your advisor. We prepared this manual in an effort to make certain all psychology majors are familiar with the many and varied opportunities the department offers in its undergraduate program. Additional information about the Department can be found on our website at www.siu.edu/PSYCHOLOGY.

We wish you well in your study of psychology. A major in psychology is excellent preparation for many jobs, further education in fields other than psychology, and graduate training in psychology itself. We hope in the coming years to share our excitement with you.

The Department of Psychology sends out important information periodically to students via e-mail. It is essential that students activate their university e-mail accounts and check them periodically for important information from the department. It is the student's responsibility to do this. The department is not responsible for students not receiving information that is sent to the e-mail address on file.

THE UNIVERSITY:

Southern Illinois University is a multipurpose, diversified public university which was established at Carbondale, Illinois in 1869. The Edwardsville campus, built in 1965, occupies 2,660 acres, with over 13,500 students enrolled, of which approximately 2,500 are graduate students. The Department of Psychology has over 400 undergraduate majors, 150 minors, and about 70-80 psychology graduate students enrolled at any given time.

THE DEPARTMENT:

The Department of Psychology is one of the largest on campus. In 1967, the department graduated the first student with a master's degree in psychology. Since that time hundreds of students have received undergraduate and graduate degrees. The Department is a member of the Council of Graduate Departments of Psychology, and both the Master of Arts and Master of Science degree programs have been approved by the Council of Applied Masters Programs in Psychology. In 1995, a Specialist Degree in School Psychology was inaugurated. This program is approved by the Illinois State of Education and the National Association of School Psychologist (NASP).

DEPARTMENT RECOGNITION:

The Department of Psychology has been recognized and received several awards in recent years. The department received the 2006 Council for Higher Education Accreditation's Award for Institutional Progress in Student Learning Outcomes, which reflects the department's dedication to setting goals for its students and evaluating whether these goals have been achieved. This evaluation is evidenced by the department's Senior Assignment requirement. SIUE's Senior

Assignment program was recognized by the Association of American Colleges and Universities. Also, the 2006 issue of U.S. News and World Report named the University among America's Best Colleges because of the Senior Assignment program. Psychology's Senior Assignment is given as an outstanding example of this program. Our faculty are also highly esteemed, with a number of faculty having won departmental, school, or university teaching awards.

II. PSYCHOLOGY FACULTY AND STAFF

The Department of Psychology's main offices are in Alumni Hall 0118.

Phone number: 618-650-2202, Fax 618-650-5087, Home Page

<http://www.siue.edu/education/psychology>

For a complete list of contact information for Department of Psychology faculty and staff, see

<http://www.siue.edu/education/psychology/meetfacstaff.shtml>

III. PSYCHOLOGY UNDERGRADUATE PROGRAM PLAN

DEGREE REQUIREMENTS (also see NOTES below)

	<u>B.A. hours</u>	<u>B.S. hours</u>
GENERAL EDUCATION (may not include PSYC 111)	50	48
PSYCHOLOGY MAJOR	36	36
-24 required hours: PSYC 111; 200; 206; 208; 220; 221; 494; one of 201, 203, or 204 -12 hours PSYC electives at the 300 or 400- level, with at least 6 at the 400-level		
MINOR FIELD	21	21
GENERAL EDUCATION ELECTIVES	19	21
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TOTAL REQUIREMENTS	127*	127*

*Each Psychology Major must complete the Senior Assignment as partial fulfillment of his/her degree.

TRANSFER CREDITS (Approval subject to receipt of official transcript):

See SECTION XII.A for the department policies on transfer of credits from community colleges and accredited four-year institutions.

NOTES:

- PSYC 111, 220, 221, and 494 must be taken in sequence, and PSYC 494 must be taken while of senior standing.
- Students must earn at least a C in all required courses to graduate with a degree in Psychology. A GPA of 2.25 overall is also required to become or remain a psychology major.
- PSYC 220/221 may not be transferred in to satisfy SIUE Psychology requirements unless you are a transfer student just beginning your curriculum (in which case the

- comparability of your previous statistics and research methods courses will be evaluated on a case-by-case basis).
- Students may count no more than 6 credit hours of PSYC 491, 492, and 493 toward their degree requirements (additional hours of these courses can count toward General Education Electives)
 - All Psychology majors must take PSYC 494 at SIUE unless they are members of the Undergraduate Research Academy, in which case their URA project will count as their senior assignment project and the PSYC 494 requirement is waived

RECOMMENDED ELECTIVES FOR STUDENTS WHO PLAN:

- Graduate Study in Experimental Psychology: PSYC 311, 313, 314, 409 (for GRE preparation), 461, 465, and 491 (note that elective selections should be based upon the type of experimental psychology in which the student is interested)
- Graduate Study in School Psychology*: PSYC 201, 314, 409 (for GRE preparation), 421, 431, 440, 491, and 493
- Graduate Study in Clinical/Counseling Psychology*: PSYC 314, 409 (for GRE preparation), 421, 431, 450, 440, 491, and 493
- Graduate Study in Industrial/Organizational Psychology*: PSYC 320, 374, 409 (for GRE preparation), 465, 473, 491, and 493
- Work in Community Service Agencies: PSYC 431, 450, 465, and 493
- Work in Business/Organizational Settings: PSYC 320, 374, 421, 473, 461, and 465

*see department website for prerequisites for SIUE's graduate programs

IV. PSYCHOLOGY SENIOR ASSIGNMENT

The completion of a senior assignment is a university-wide requirement for graduation. The purpose of the assignment is to assess the extent to which psychology majors have learned and can apply psychological concepts, techniques and data to psychological issues and concerns within the larger society. In the Psychology department, the Senior Assignment is completed in the Capstone (PSYC 494) course (note that Undergraduate Research Academy students complete their Senior Assignment in the URA and are not required to take PSYC 494). Paperwork must be filled out in order to complete the Senior Assignment, and it is the responsibility of the student to meet with the senior assignment advisors and complete the required paperwork prior to beginning the senior assignment project. The advisors' office is in Alumni Hall, Room 0310. Office hours for each semester will be posted on the advisors' office door, as well as in the Psychology Department office.

As part of the required paperwork, students must work with their 494 professor throughout the semester to ensure that the senior assignment project is a successful educational experience. Students must pass PSYC 494 and the Senior Assignment poster session in order to graduate. Failure to work closely with the PSYC 494 professor, or to contribute fully to one's Senior Assignment group, may result in failure of the Senior Assignment. More details will be given in the PSYC 494 course.

Senior Assignment Format:

The student prepares a poster presentation of a research project he/she has carried out as part of PSYC 494. The posters are presented at the end of the PSYC 494 semester at the departmental Senior Assignment Poster Session. At that session, student groups present their projects in poster form and discuss the results and answer questions of faculty and students. Posters are evaluated on both content and style.

V. UNDERGRADUATE ADVISEMENT

Ms. Kelly Atkins is the Psychology Department academic advisor. The advisement office is in AH-0311 (Ph. 2266) and hours are posted each semester. An appointment is necessary for class enrollment and registration, and can be made in the main Psychology Office (AH 0118). However, if you have a question, need information, or need to make minor modifications to your schedule, you can stop by during her scheduled office hours. All students should have a program plan on file as soon as possible after declaring a psychology major. The academic advisor will work with you to develop a program plan that both satisfies departmental requirements and fits your interests and educational/professional goals. Students may also see the academic advisor for course request forms, graduation checks, information about Graduate School and professional opportunities. Each student will also be assigned a faculty advisor. Students are also encouraged to discuss the latter two issues with faculty advisors.

Class Registration: Advising begins the third week of class each semester. Using the new self-registration system (Banner) students with 90+ hours may begin to enroll in classes during the 9th week of the semester. Students with 60-89 hours may enroll during the 10th week. Students with 30-59 hours may enroll during the 11th week. Finally, students with 0-29 hours may enroll during the 12th week. All students must meet with Kelly prior to enrolling in classes online. Students must complete an advising session and receive an alternate pin that will allow them to enroll in classes via CougarNet. The alternate pin will allow students to register for classes, add/drop classes, and print out a student schedule.

Graduation: Early application for graduation is critical in reducing unnecessary "surprises" as graduation approaches. Application for graduation should be made the semester after you earn a total of 90 semester hours. At this time you should receive a letter (including a graduation application) from Admissions and Records requesting that you apply for graduation. On the Graduation Application you will be asked to indicate the semester you plan on graduating. If for any reason you have not met all the necessary requirements at that time, your graduation date will be rolled over to the next semester (you only pay the graduation fee one time). However, before sending the form to Admissions and Records we ask that you stop by the Psychology Undergraduate Advising Office to check that your degree has been properly entered in the Student Information System. If the system does not match your application, unnecessary delays will likely occur.

The most important aspect of the application process concerns your graduation check. In response to your application for graduation, a graduation check will be completed and sent to your home. The graduation check clearly specifies any remaining requirements you must complete

before officially graduating. A letter will be sent concerning your major, minor, General Education requirements. It is essential that you bring these letters to the Psychology Undergraduate Advising Office in order to have your graduation status checked.

Graduate School: If you are interested in attending graduate school after completing your Bachelor's degree, it is never too early to start preparing. This process includes, but is not limited to, taking specific courses that are necessary preparation for applying to graduate schools. It is highly recommended that you inform the Undergraduate Adviser of your intentions to attend graduate school so that you may be properly advised as to the course/activities that will help you achieve graduate school admission.

VI. INDEPENDENT STUDIES

A. PSYC. 491 - RESEARCH IN PSYCHOLOGY AND PSYC. 492 - READINGS IN PSYCHOLOGY

Students must obtain prior approval by a faculty member for:

Psyc. 491 - Research in Psychology. Involvement in research conducted either on campus or in the field under faculty supervision.

Psyc. 492 - Readings in Psychology. Students read in depth in a particular area and prepare a paper under faculty supervision.

To be eligible, students must be Psychology majors, have a GPA of at least 2.5 and have completed at least 18 hours of Psychology courses. Students must first secure a faculty member's consent to supervise the student. The student and faculty member must then reach agreement on what the student will accomplish, how long the project will take and how many credit hours the student will earn. The procedure required for registration is as follows:

1. Obtain a **Psyc. 491/492 Consent Form** from the department secretary, complete the top portion and have your instructor (the faculty member with whom you'll be working) fill out the bottom and sign it.
2. Give one copy to the instructor, one copy to the department secretary, one copy to the psychology advisor, and keep one copy for your records.

B. PSYC. 493 - FIELD STUDY IN PSYCHOLOGY

Course Objectives: To provide an opportunity for undergraduate students to gain practical experience by working in an organization or agency performing a psychological service.

Student Qualifications: An undergraduate major in psychology, a GPA of at least 2.5, at least 18 hours of Psychology courses completed, and consent of the Field Study Coordinator.

Credit: For each hour of credit a student must perform 3 hours of service per week. A maximum of 6 hours credit may be earned. No remuneration may be received for services rendered.

Procedure: The student must contact the agency at which the field study is to be performed. The agency chosen should be primarily involved in providing psychological services. The student must obtain the agency's consent to participate, arrange for on-site supervision, meet with the department's field study coordinator and submit a proposal for approval.

Course Requirements: (1) Perform agreed upon services for the agency; (2) Submit papers describing and evaluating the field experience; (3) Obtain a written evaluation by the agency supervisor.

Registration: See Dr. Betsy Meinz (AH-01422, Ph. 3284) for the fall and spring and Dr. Bryce Sullivan (AH-0126, Ph. 5390), for the summer Field Study.

VII. ROBERT J. MCLAUGHLIN PSYCHOLOGY UNDERGRADUATE HONORS ACADEMY

Purpose of the Honors Academy:

The Honors Academy provides experiences for the highly motivated student that will broaden and enrich the student's perspective of psychology. The academy was developed to provide academically outstanding students with opportunities beyond those offered in traditional classes.

Selection of Participants:

During the fall and spring semesters, eligible students may apply to the Academy. To be eligible to apply to the Academy the following are required:

1. A declared major in psychology
2. At least sophomore standing by the beginning of the academic year after application is made
3. At least a 3.50 overall AND PSYCHOLOGY GPA
4. To have taken at least 6 credit hours in psychology at siue prior to the beginning of the academic year after application is made

Interested and eligible students should contact Dr. Dan Segrist (AH-0124, Ph. 5391), coordinator of the Academy.

Graduation with Honors

In order to graduate with honors, members of the Academy must:

1. Maintain a 3.5 GPA overall, and in Psychology.
2. Participate in research under faculty supervision for at least one semester (this must be done for at least 3 hours course credit under Psyc. 491 - Research in Psychology)
3. Complete at least one semester of field study (must be done for at least 3 hours course credit under Psyc. 493 - Field Study in Psychology).
4. Develop and complete the requirements of an Honors' contract in either a 300 or 400 level course, in consultation with the course professor and the Academy coordinator. This project is designed to serve as an opportunity to begin selecting and developing an honor's thesis topic.
5. Complete the Honors' section of PSYC 494 (Capstone in Psychology) during fall semester of the student's senior year. This involves developing and completing an independent research project, supervised by a faculty member and presented

before a faculty committee consisting of the faculty advisor and one other psychology faculty member.

Evaluation of Academy Members:

Members of the academy who successfully complete the above six steps, as well as all other requirements for graduation, will be recommended for graduation with honors in psychology. Students granted these honors will have the distinction permanently registered on their transcripts.

VIII. PSYCHOLOGY UNDERGRADUATE AWARDS

- A. *The Stephen J. Dankenbring Award for the Outstanding Graduating Senior in Psychology.* The psychology faculty selects the student receiving this award. The award is presented during Honors Day ceremonies in the spring semester of the academic year. A stipend accompanies the award. The recipient's name is added to a plaque that is displayed in the Psychology Department.
- B. *The Psi Chi Award for the Outstanding Undergraduate Student in Psychology.* The student receiving this award is selected by the membership of Psi Chi - the National Honor Society in Psychology. The reward stipend is provided by the Robert Engbretson Psychology Department Development Fund.
- C. *Annual Psi Chi Paper Presentation Session - First, Second and Third Place Awards, Undergraduate Division.* Each year, Psi Chi organizes a paper presentation session at which students present research and/or theoretical papers in a professional atmosphere. Student and faculty judges choose the awards recipients. A stipend accompanies each award.
- D. *The Robert J. McLaughlin Psychology Honors Undergraduate Academy Award.* A stipend is presented yearly to a member of the Honors Academy. The faculty selects the recipient of this award.

IX. THE ROBERT O. ENGBRETSON CHAPTER OF PSI CHI - THE NATIONAL HONOR SOCIETY IN PSYCHOLOGY

Faculty Advisors: Dr. Mike Dudley (AH- 0129a, Ph. 3569)

What is Psi Chi? (website: <http://www.siue.edu/PSYCHOLOGY/psichi/index.html>)

Psi Chi is the National Honor Society in Psychology founded in 1929 for the purposes of encouraging, stimulating, and maintaining excellence in scholarship, and advancing the science of psychology. Psi Chi is an affiliate of the American Psychological Association and the American Psychological Society and a member of the Association of College Honor Societies. Psi Chi functions as a federation of chapters located at more than 900 senior colleges and universities in the USA. The SIUE Robert O. Engbretson Psi Chi Chapter received its charter from the national office May 6, 1968. The faculty and students at SIUE are especially proud of our large and active chapter. In 1994, our chapter received the Ruth Hubbard Cousins National Chapter Award for the outstanding chapter in the nation, and in 1995, the Florence L. Denmark

National Advisor Award. Our chapter is an excellent one, which has many benefits to offer its members.

Membership in Psi Chi is for students with a superior academic record who are dedicated to advancing the science of psychology.

What Does Psi Chi Do?

Psi Chi sponsors a variety of events throughout the year, including scholarly programs, social events, and community service projects. All events are intended to stimulate academic and professional growth of Psi Chi members and non-members as well.

Scholarly programs include: colloquia with interesting guest speakers, including an annual NAMI co-sponsored national speaker; an annual Paper Presentation Session, which provides a forum for undergraduate and graduate students to present, in a professional APA manner, their research findings; two Mock GREs; a Going to Graduate School program, which provides valuable information and tips on getting accepted to Graduate School; assisting students in going to Chicago to present their research at the Midwestern Psychological Association annual conference; seminars and workshops on acquiring a job with a bachelor's degree; and an Annual Spring Banquet.

Social events sponsored or co-sponsored by Psi Chi include: Fall Semester Psi Chi Orientation, Student/Faculty Volleyball and BBQ, Student/Faculty bowling, and various other social activities.

Community Service activities include: Health and Wellness Week Blood Drive, Halloween and Thanksgiving Food Drives, Angel Tree Holiday Donation program, Shelter volunteering, Charity Drives and the Annual SIUE Senior Citizens' Fair.

Our Psi Chi chapter also has several prestigious awards it gives out each year. The awards are for the outstanding undergraduate and graduate student and the outstanding faculty member.

How to Join Psi Chi:

In the fall of each year, Psi Chi has a membership drive. Qualified students (overall GPA 3.00, 3.25 in psychology, with a minimum of 9 semester hours completed) are admitted as Provisional Members. They are encouraged to participate in Psi Chi events and to maintain their academic excellence. At this time, an initial dues fee of \$50.00 is requested. Thirty-five dollars goes to the Psi Chi National Office in Chattanooga, TN and \$15.00 goes to the local chapter. Thereafter, local chapter dues are \$15.00. There are no additional National Office dues and membership is for life. At the Annual Spring Banquet, Provisional Members are inducted as full members of Psi Chi. Induction is only possible while individuals are still enrolled in school. Interested students should contact Professor Traxler for additional information and a membership application.

Going to Graduate School:

During the spring semester, the Psychology Department and Psi Chi jointly sponsor an informal information sharing session entitled "Going to Graduate School." The sessions generally

involve faculty and students from the Psychology Department providing information to students wishing to pursue graduate training in psychology. Much of the useful information that is provided is not to be found in traditional sources of information. Therefore, any student interested in pursuing a graduate career in psychology should plan to attend the meeting. The Psychology Department and Psi Chi both consider it an extremely valuable service to students.

X. THE PSYCHOLOGY CLUB

Faculty Advisors: Drs. Betsy Meinz (AH-0142, Ph. 3284) and Laura Pawlow (AH-0134, Ph. 2608)

What is the Psychology Club? (website: <http://www.siue.edu/PSYCHOLOGY/psychclub/>)

The Psychology Club is an academic society open to any student interested in learning more about the science of Psychology. The goal of the club is to provide a broader education for students about psychology outside of the classroom or laboratory setting through various social, academic, and service activities. The Club also often works in conjunction with Psi Chi, and students are encouraged to become members of both. The club's advisers recently received the Kimmel Leadership *Advisors of the Year Award*. The club sponsors events such as an Annual Welcome Back Barbecue, a “Meet the Faculty” night, research colloquia, and lectures on topics such as studying abroad, as well as participating in, and sponsoring charity and service events.

How to join the Psychology Club:

Students of any major, not just Psychology, are encouraged to join. The University, and therefore the Psychology Club, requires a minimum 2.0 GPA for membership in any organization. There is no membership fee. To apply for membership to the Psychology Club, pick up a membership form on the Psychology Club bulletin board or on the Club website. Also take a Proof of Attendance form (or get one at the website) so that you can document your participation in our events. All Psychology Club members are required to participate in two events per year.

XI. PSYCHOLOGY DEPARTMENT FUNCTIONS AND FACILITIES

Colloquia:

Throughout the year, the Psychology Department sponsors a series of colloquia. Individuals both from within and outside the university discuss their research and professional activities with faculty and students. Information on colloquia is posted in advance on the department bulletin boards.

Departmental Bulletin Boards:

In the hallway of Alumni Hall, where the Psychology faculty offices are located, the department has several bulletin boards. Information is regularly posted listing campus and departmental activities, Psi Chi and Psychology Club events, current experiments being conducted, information about graduate programs in psychology, and job opportunities. Students should consult these bulletin boards on a regular basis to keep abreast of the current happenings within the department.

Laboratory Facilities:

The Psychology Department has laboratory facilities for a wide variety of student and faculty research. There are individual research cubicles and large (group) and small (individual) areas where unobtrusive observations may be performed using one-way mirrors.

Resource Center:

Computers, software, tests, reference materials, masters theses, videotapes, and videotaping equipment are stored in the Psychology Department Resource Center. These resources are available for students to use when the center is open (hours posted).

XII. RELEVANT DEPARTMENT POLICIES**A. TRANSFER OF PSYCHOLOGY CREDITS EARNED AT OTHER INSTITUTIONS****1. Students Wishing to Transfer Credit From Community (2-Year) College:****a. General Guidelines**

1. Credit will be given for psychology courses similar in content and title to those offered at SIUE at the 200 level or below. Credit will be given for appropriate courses in which the grade obtained was a C or above.
2. A one-semester course in general psychology may substitute for our Psychology 111. Students wishing to receive proficiency credit for Psychology 111 must take the CLEP test for general psychology and score at least at the 75th percentile. Students should assume the responsibility for making arrangements to take the CLEP test. This may be done at the Office of Instructional Services (PB 1404, Ph. 3717).

b. For a Psychology Major:

1. 15 semester hours of 300- and 400-level courses in psychology must be completed, at least 6 of which must be at the 400-level. At least half of these upper-level required hours for a Psychology major must be completed at SIUE.
2. A total of 36 hours in Psychology is required (see major requirements in Section III).

c. For a Psychology Minor:

1. 12 semester hours of 300- and 400-level courses in psychology. At least half of these upper-level required hours for a Psychology minor must be completed at SIUE.
2. A total of 21 hours in Psychology is required (see minor requirements in Section III).

2. **Students Wishing to Transfer Credit From Accredited 4-Year Institutions:**

a. General Guidelines

1. Courses similar in content and level (i.e., 100, 200, 300, or 400-level) to those offered at SIUE will typically be accepted for transfer credit. However, PSYC 220/221 may not be transferred in to satisfy SIUE Psychology requirements unless you are a transfer student just beginning your curriculum (in which case the comparability of your previous statistics and research methods courses will be evaluated on a case-by-case basis).
2. Any psychology hours not credited towards a major or minor in psychology may still be counted toward the total required for graduation.
3. Regardless of the number of psychology courses (in excess of transferable credits) completed at other 4-year institutions, students must complete a minimum of 12 hours in psychology at SIUE for a psychology major and 6 hours at SIUE for a psychology minor to attain the required hours (36 and 21 respectively) for a concentration in psychology.

B. DEPARTMENT POLICY ON INCOMPLETE GRADES AND WITHDRAWAL

All withdrawals must be completed by the end of the 13th week of classes during fall and spring, and by the end of the 6th week of an 8-week summer term. When students discontinue attending class and do not withdraw from a course they may receive the grade of UW (Unauthorized Withdrawal). The grade of UW will only be given when a student's grade based on the course requirements is an F. The grade of UW is calculated as an F in a student's grade average. The granting of a grade of I (Incomplete) is not automatic and is available only in cases when a student has completed most of the work required for a class but is prevented by a medical or similar emergency from completing a small portion of the work not later than the end of the following semester. An I is never automatic but must be approved by the instructor with appropriate documentation provided by the student. If an instructor agrees to give a student an I, the instructor will fill out a Memorandum of Incomplete Grade to be kept with the student's records. If the work is not completed by the time specified on the Memorandum, the student's grade will be changed from I to F.

C. DEPARTMENT 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.siue.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 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.siue.edu/education/psychology/plagiarism.shtml>.

D. DEPARTMENT PARTICIPANT POOL POLICIES

Use of the Psychology department participant pool by students (e.g., conducting research for Capstone class or with a professor) is a privilege. In addition, the participant pool provides undergraduate students in PSYC 111 the opportunity to participate in interesting studies that will enhance their understanding of psychological science. The guidelines below are designed to help protect the rights of the student participants and also the student researchers who are collecting data.

1. To request use of the participant pool, submit the following materials to the research coordinator (for Fall 2007, the coordinator is Dr. Dudley; for Spring 2008, Dr. Rose).
 - A. IRB submission forms (including measures) and approval letter.
 - B. The number of participants required that semester
 - C. All persons likely to be collecting data (names, addresses, and telephone numbers)
 - D. The length of each experimental session.

The coordinator has two weeks to evaluate each request. Upon approval, researchers receive sign-up sheets and credit materials. Projects continuing over more than one semester must apply for a new study number each subsequent semester as long as their IRB approval is valid. Researchers must also still request participant hours each semester using the above process, as well as obtaining approval from the research coordinator.
2. The department will allow mass testing of PSYC 111 students once a semester, generally within the first two weeks of each semester on an "as needed" basis.
 - A. Mass testing is to be used in cases which:
 1. a researcher needs to select participants with particular characteristics (e.g., scores on a personality measure) for inclusion in a study
 2. there is fear of contamination effects of collecting specific information in conjunction with other aspects of the study
 - B. Procedures

Prior to the beginning of the semester, the research coordinator will announce the availability of mass testing by sending a memo to all Psychology faculty and graduate students.

 1. Researchers wishing to use mass testing must submit a request to a research coordinator before the first week of any semester. Requests must include:
 - a. justification for use of mass testing (e.g., need for prescreening)
 - b. approximate time requirements of measure(s)
 - c. copies of all measures
 - d. copy of IRB approval
 - e. indication of sessions to be attended
 - f. contact information for all involved

2. Researchers using mass testing must provide their own copies of materials, and be available to help collate the mass testing packet and run mass testing sessions at the research coordinator's request.
 3. Priority:
 - a. pre-screening measures
 - b. masters and honors students will be given priority for inclusion of other projects, if there is sufficient time
 - c. within masters and honors students, priority given on first-come, first-served basis
3. Participants can be recruited from the participant pool by using the "sign-up board" only. The sign-up board consists of the bulletin board across the hall from the Psychology office. Researchers can place sign-up sheets on the board to recruit participants. Researchers cannot recruit from classrooms directly. Procedure:
- A. Researchers must use the department recruitment forms.
 - B. Recruitment forms are distributed by the research coordinator.
 - C. No "bribes" or special enticements allowed on recruitment forms (e.g., money, "Only ten minutes for full credit!")
 - D. Recruitment form will include the following information:
 1. generic description of study ("respond to questionnaire and watch videotape")
 2. study beginning and ending time
 3. hours credit offered
 4. any restrictions (only left-handed bohemians need sign up; if sign-up is limited to people who score certain ways on mass testing, researchers should attach an alphabetized list of eligible participants)
 5. a contact person and phone number
 6. location of study and directions
 7. study number assignment
 - E. Sign-up sheets must stay on the board until after the session has been run. Repeated violations of this courtesy will result in the loss of privilege of using the participant pool.
4. Credit for participation in psychology experiments will be commensurate with the time required (0-.5 hours = 0.5 credit; .6-1.0 hours = 1 credit; 1.1-1.5 hours = 1.5 credits, etc.). Procedures:
- A. Individual instructors assign appropriate "point values" or credit associated with each hour of participation, but the coordinator will assign the number of credit hours required per semester (other options to participation in studies must still be offered).
 - B. "Experiment cards" will be given to each Psyc. 111 student the second week of class. It is the students' responsibility to keep track of their experiment cards. Experimenters sign off on the experiment card as students fulfill their requirements.
 - C. Projects approved to use the participant pool will receive stamps to adhere to the experiment card. Experimenters should sign their names over those stamps.
 - D. Experimenters should keep lists of participants in the event of lost cards, but it remains the student's responsibility to turn in proof of participation to the Psyc. 111 instructor at the end of the semester.

5. Missed Appointments

- A. Researchers are required to keep track of participants who fail to make their appointments, and to submit a listing of such “no-shows” each week to the research coordinator.
- B. Instructors are encouraged to impose penalties for missing scheduled participation in experiments (e.g., demerits or additional participation requirements)
- C. Experimenters who need to cancel an appointment must:
 - 1. call participants with at least 24 hours advanced notice
 - 2. offer to reschedule the subject
 - 3. in case of emergency:
 - a. contact someone to be at the session in the experimenter's place to announce the cancellation and to offer to reschedule the subjects
 - b. less preferred, call the department or the research coordinator to post a notice of the cancellation. If this option is taken, participants must be called within one week and offered an opportunity to reschedule
 - c. participants who show up regardless get full credit for participating

6. Room Reservations

- A. To reserve a room, ask the student worker or department secretary to see the Room Assignment Book located in the main office
- B. Rooms can only be reserved for a maximum of four hours a day, and can not be reserved for more than two weeks in advance.

7. Researchers' responsibilities include but are not limited to:

- A. appropriate appearance and conduct
- B. adherence to ethical requirements outlined for the use of human participants
- C. adherence to departmental participant pool policies and requirements
- D. careful record keeping of participants and no-shows
- E. thorough debriefing of participants - especially important because justification of having a participant pool at all involves the pedagogical value it has for our students
- F. careful training and monitoring of all student assistants
- G. when using a Psychology classroom to collect data, make sure the door is locked when you leave

8. Failure to adhere to department policies regarding use of the participant pool will result in loss of access to use of the pool for a duration to be decided by the research coordinator and the department chair.

XIII. UNIVERSITY COUNSELING SERVICES

The Counseling Center:

The Counseling Services is located at Four Corners (the four way stop leading from the main campus to Cougar Lake). The Center's various professional services are available free of charge to students. The office is open from 8:00-4:30 Monday through Friday, 4:30-6:30

Monday, and Thursday by appointments. There are no evening hours during the summer term. The phone number is 650-2197.

Counseling Services Purpose:

Counseling Services assists individuals of the University community to feel better about themselves, their work, and their lives. The office fulfills this mission through the Student Counseling Program, the Employee Assistance Program, and the Sexual Assault Prevention Program. Counseling Services engages in various activities that include individual counseling, crisis counseling, testing and assessment, consultation, presentations, and outreach programs. Counseling Services has a history of providing quality help.

Testing:

Personality and ability tests are administered as needed in conjunction with counseling services. Test results are intended to provide clients with information about themselves.

Student Counseling Program:

The center provides assistance for students with personal, developmental, and academic problems, in a confidential setting. Some of the issues for which students seek help include relationships, depression, suicidal tendencies, poor self-esteem, anxiety, sexual assault/harassment, drug/alcohol abuse, stress, academic difficulty, and goal setting/decision making.

Sexual Assault Prevention Program:

The center provides education, information, advocacy, and support for individuals from the University community with issues concerning sexual assault. Services are provided through workshops and training, support groups, advocacy, and counseling.

Workshops/Training:

Workshop offerings include stress management, realistic self-esteem, crisis intervention, communication skills, suicide intervention, personal safety for children and adults, acquaintance rape, mandated reporting of child sexual assault, and help for victims of sexual assault/abuse. New workshops are offered regularly and information and schedules are available by contacting the counseling center.

Community Outreach:

Outreach programming includes workshops/training, and a school safety program.

Supplemental Services:

In addition to providing direct counseling services, the professional staff consults with students, faculty and staff who are concerned about the behavior or welfare of other persons.

XIV. Career Development Center

Can Help You:

CO-OP: Co-op is an academic program that offers a blend of theory and practice, combining formal university preparation with practical work experience. Students work in their major field of study or career related field for salary. Students can begin Co-op assignment their sophomore year (have completed 30 hours).

SIGI PLUS: (System of Interactive Guidance and Information Plus) is a computer program that can help you examine your values, interests and skills systematically.

CAREER RESOURCES CENTER (CRC): Resources (including video tapes) on employers, career fields, resumes, interview techniques, job openings and other job search information may be found in the CRC.

ASSESSMENT INSTRUMENTS: The Myers-Briggs Type Indicator and the Campbell Interest and Skill Survey can be used in career counseling to measure your career interests, personality traits and values as they relate to the world of work

RESUME PREPARATION: Personal assistance, printed materials and references located in the CRC and on-line on the CDC's web site (www.careers.siu.edu) help you present your skills, abilities and personal qualifications in the best format.

INTERVIEW SKILLS: Counseling for development of skills necessary for effective interviewing is available, as well as the opportunity to be videotaped while participating in mock interviews.

ON-CAMPUS INTERVIEW PROGRAM: Employers from business, government, education and social service organizations interview students on the SIUE campus.

CAREER FAIRS: Students may attend Oktober Career Fest in October and Career Network in March each academic year to get company information and/or to meet employers who are hiring for Co-op or full-time positions.

WORKSHOPS: IMAGE is a set of 13 workshops on various topics including resume writing, interviewing, job search strategies and orientation sessions. These are offered in the fall and spring terms.

LABOR MARKET TRENDS: Publications with predictions on projected labor needs in various career fields as well as salary expectations are available.

AD117 - Career Planning: The Academic Development department offers a 2 credit hour undergraduate course for Freshman, Sophomores, Juniors, and Seniors. The course focuses on the self-exploration process and in becoming more familiar with the world of work in order to help you make appropriate career related decisions.

ASK PROGRAM (Alumni Sharing Knowledge): SIUE Alumni Association members have volunteered to share their experiences with you through informational interviewing,

on-site visits and/or externships. You can investigate a career area by observing and learning directly from an alumnus employed in a specific occupation.

It is difficult to concentrate on career plans when you are at the freshman, sophomore, or even junior or senior level in your academic study. Perhaps you have not even selected a major as yet. However, the objective of a college education is to get the job you want. Begin planning NOW for your future. Here are some points to consider:

1. The traditional methods of finding employment simply do not apply in today's highly competitive job market. It is going to take some special skills and talents that should be developed prior to the time you actively seek employment.
2. There is no such thing as starting too early on a career plan. Almost all recruiting employers will ask you to give a fairly precise summary of your 5-year career plan. The outcome of your interview will rest on your ability to respond in a manner that conveys how you, as a candidate, face the qualification and growth potential to make a desirable employee.
3. In the job search you will be competing with many other degree candidates. While employers look at your educational background and academic achievements, they are also concerned with your ability to perform on a job. Selling yourself is important. Most of us are not familiar with the techniques needed to "sell" ourselves without appearing conceited. Career counselors are trained professionals who can assist you in identifying and marketing your abilities.
4. Career counselors work quite closely with area school administrators, government agency officials, and business and industrial personnel. They are knowledgeable of many job openings and of whom to contact.
5. In addition, career counselors conduct individual and/or group sessions regarding skill identification, letter writing, resume development, and interview techniques. They can also assist in interview arrangements.

Career development begins your freshman year. Begin planning as early as possible. The job search process can begin as early as your sophomore year. The Career Development Center is located in Founders Hall, Room 3126. Phone 650-3708. Internet address: www.careers.siue.edu.

XV. REFERENCE BOOKS

(Available in the Department of Psychology Resource Center, Room AH-0302a)

1. Career Opportunities for Psychologists. Paul J. Woods (Ed.). American Psychological Association.
2. Careers in Science and Engineering: A Student Planning Guide to Grad School and Beyond. Published by the National Academy of Sciences, National Academy of Engineering, and Institute of Medicine.
3. Directory of the American Psychological Association. Published by the American Psychological Association.

4. Directory of Graduate Programs. Published by Educational Testing Service for Graduate Record Examinations Board and the Council of Graduate Schools in the United States.
5. Getting In: A Step-by-Step Plan for Gaining Admission to Graduate School in Psychology. Published by American Psychological Association.
6. Graduate Study in Psychology. Published yearly by the American Psychological Association.
7. Great Jobs for Psychology Majors. Julie DeGalan & Stephen Lambert.
8. Insider's Guide to Graduate Programs in Clinical and Counseling Psychology. John C. Norcross, Michael A. Sayette, & Tracy J. Mayne.
9. Is Psychology the Major for You? Planning for Your Undergraduate Years. Paul J. Woods (Ed.). American Psychological Association.
10. Practicing To Take the GRE Psychology Test. Published by Educational Testing Service for the Graduate Record Examinations Board.
11. Practicing To Take The GRE General Test. Published by Educational Testing Service for the Graduate Record Examinations Board.
12. The Complete Guide to Graduate School Admission: Psychology and Related Fields. Patricia Keith-Spiegel.