

## CAREERS IN PSYCHOLOGY (PSYC 200-001)

Spring 2022

**Mon/Wed 12-1:15 in FH0101**

**Instructor:** Dr. Betsy Meinz

**Email:** [emeinz@siue.edu](mailto:emeinz@siue.edu)

**Zoom Office Hrs:** MW 1:30-2:45 and by appointment <https://siue.zoom.us/j/7025301842>

### **BASIC CLASS INFORMATION**

#### **Course Description from College Catalog**

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: A C or better in PSYC 111, major status.

#### **Required Materials**

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

Readings posted on Blackboard.

#### **Technical Requirements**

- A reliable internet connection and access to a computer
- You are encouraged to use IE or Google Chrome for Blackboard. Safari and Microsoft Edge have known issues with Blackboard.

#### **Getting Tech help:**

Blackboard help pages: <http://www.siue.edu/its/bb/index.shtml>

ITS helpdesk (call them for any tech issues, 24/7): 618-650-5500, [help@siue.edu](mailto:help@siue.edu)

### **COURSE OBJECTIVES**

After successfully completing this course, you should be able to:

- ✓ Show an awareness of your interests and skills as related to Psychology
- ✓ Locate and utilize resources for career information and job searching
- ✓ Make an informed decision regarding Psychology's fit as a major
- ✓ Demonstrate increased knowledge about the subfields of psychology
- ✓ Identify the various career options for Psychology students
- ✓ Know more about the SIUE Psychology curriculum
- ✓ Understand the steps to take to prepare for graduate school in Psychology
- ✓ Write a resume or vita to market your skills and experiences
- ✓ Learn about job search strategies and interviewing skills
- ✓ Demonstrate increased professional skills as they relate to your career as a student and a professional
- ✓ Show increased awareness of departmental and campus resources designed to facilitate your academic and professional career

## HOW TO ENJOY THIS CLASS, LEARN A LOT, AND GET AN A

This is not statistics, organic chem, or art history—it's not also not rocket science. Nonetheless, at the conclusion of this course, many students report that it's the most important course in the Psychology curriculum. To enjoy it, learn a lot, and earn an A, here are the 6 simple things you need to do:

- Engage in the course by attending all class meetings and speaking in class
- Be professional, friendly, and kind
- Do all of your work, do it on time, and turn it in
- Study when needed
- Even when the material is “light”, take it seriously. **Students consistently say that this is one of the most important courses they've taken at SIUE.**

## THE STRUCTURE OF THIS CLASS

This course is set up in 2-week modules. Everything you need to keep you organized is in Blackboard. The following is what you'll do in a typical 2-week module (more detailed instructions appear on Bb and/or later in the syllabus):

1. **Download the “Things to Know” List.** These items should serve as your study guide for the biweekly quizzes. Thus, I strongly encourage you download the document and fill in the answers as you complete the course material so that you are prepared for the quizzes.
2. **Read the associated chapter/readings and/or Bb videos.** As you do so, make sure to fill in the “Things to Know” where appropriate. Also, pay CAREFUL attention to the directions on BB, as sometimes I tell you that some portions of the chapter do not need to be read.
3. **Engage in in-class lectures, exercises and discussions.** And once again, fill in the “Things to Know”.
4. **Complete any individual assignments.** Some of the modules have an individual graded assignment. Brief details are found later in the syllabus, details will be found in the relevant modules.
5. **Take the bi-weekly quiz.** You will take an ONLINE QUIZ by the 2<sup>nd</sup> Wednesday meeting of each module over that module's material. Make sure you study 😊

## DETAILS ABOUT GRADED WORK

**Individual Assignments** Each is worth 15 points, with a total of  $20 \times 5 = 100$  points.

ASSIGNMENT	POINTS
Skills, Interests, Goals	20
How Prepared Are You?	20
Article Summary and APA Style Exercise	20
Resume or vita	20
Cover letter or personal statement	20

**Quizzes.** There are 7 ONLINE quizzes, each worth 50 points, with the lowest grade dropped:  $50 \times 6 = 300$  points. Quizzes are DUE BY THE TIME CLASS BEGINS the 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup>, 8<sup>th</sup>, 10<sup>th</sup>, 12<sup>th</sup>, and 14<sup>th</sup> Wednesday of the semester. The quizzes will be mixed in format (i.e., some multiple-choice, some matching, T/F, etc., as well as some short answer). You will only have 30 min to complete the quiz. Your lowest quiz grade will be dropped; if you miss a quiz for any reason, that will serve as your dropped grade. Quizzes are not cumulative. They will cover the material for that 2-week module only; study by using the *Things to Know*, as you won't have time to look up the answers.

**Groupwork.** In each module, you will do one group exercise. Your participation in this group exercise is worth 5 points. There will be 7 groupworks, and you can drop one for any reason:  $6 \times 5 = 30$  points.

**Final exam.** The final exam is cumulative, and will be mixed in format. It will be held during the university-prescribed final exam period for this course (TBA). It appears likely that the final will be held on the Thursday of finals week at 10AM, but this information will be verified at a later date. **100 points.**

## **FINAL GRADES**

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All of your grades will be recorded in terms of points (**max = 500 points**). Your grade will be assigned based upon a 90%, 80%, 70%, etc., grading system.

## **CLASS POLICIES**

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**Communication** If I need to contact you, I will do so via SIUE email. You are responsible for checking your SIUE email daily.

**Missed classes, Late work** If you miss class, you should get notes from someone in class to ensure you have all the information you need for the quizzes/exam. For quizzes, I will drop one quiz grade, so if you don't do a quiz for any reason, use that as your drop. For individual assignments (IA), late assignments will have 20% deducted for each day they are late. For example, if the assignment is due at noon, 20% will be deducted if you turn it in between 12:01 that day and 12:00 on the next day. After that, it's 40%, etc. For the groupwork (GW), I will drop one groupwork grade, so if you are absent on a day on which we have a group assignment, you can use that as your dropped grade.

### **Important university dates for this term:**

Consult this page for withdrawal dates for this term: <https://www.siu.edu/registrar/index.shtml>

**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 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.siu.edu/education/psychology/plagiarism.shtml>.

**Statement on Disabilities** 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. The ACCESS office is located in the Student Success Center, Room 1270. You can also reach the office by e-mail at [myaccess@siue.edu](mailto:myaccess@siue.edu) or by calling 618.650.3726. For more information on policies, procedures, or necessary forms, please visit the ACCESS website at [www.siu.edu/access](http://www.siu.edu/access).

**Academic Honesty** 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 Policy on Incomplete Grades, P/F Credit Options and Withdrawal**

All withdrawals must be completed by the end of the 13th week of classes during fall and spring, and by a similarly late date (i.e., before 82% of class meetings have occurred) in any summer term. Grades that apply to students who initiate a withdrawal and grades that apply when a student fails to officially withdraw within established deadlines are determined by university policy (see <http://www.siu.edu/policies/1j1.shtml>). The granting of a grade of I (Incomplete) is not automatic. It 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 coursework before the deadline for grade submission. An I 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.

**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.

### **COVID-19 Pandemic Policies Related to Classroom Instruction (Spring 2022)**

The measures outlined below are required and any student who does not comply may be in violation of the *COVID-19 People-Focused Health and Safety Policy*, as well as the University's *Student Code of Conduct*. The full text of the *COVID-19 People-Focused Health and Safety Policy* can be found here: <https://www.siu.edu/policies/Covid.shtml>

#### **Classrooms, Labs, Studios, and Other Academic Spaces**

Under current University policy, whether in the classroom, lab, studio, or other academic spaces, students (regardless of vaccination status) shall wear face coverings that fully cover the nose and mouth and practice physical distancing measures to the extent practicable based on the specific classroom capacity and pedagogy. Classroom furniture should not be rearranged, and furniture that has been taped off or covered should not be used.

Students who forget to wear a face covering will be reminded of their obligation to comply with SIUE's *COVID-19 People-Focused Health and Safety Policy* and temporarily asked to leave the class until they are able to conform to the policy. Students who forget or lose their face coverings may be able to obtain replacements from a friend, a faculty member, or a nearby departmental office. Face coverings are also available for purchase in the Cougar Store (MUC).

Students who refuse to wear a face covering will be asked to leave the classroom and referred to the Dean of Students for non-compliance with community health and safety protocols. Repeated non-compliance may result in disciplinary actions, including the student being administratively dropped from an on-ground/face-to-face course or courses without refund if no alternative course format is available.

If a student has a documented health condition which makes wearing a face covering medically intolerable, that student should contact ACCESS to explore options with the understanding that ACCESS will not grant accommodations which excuse the need for a face covering while on campus or in the classroom. ACCESS will work with qualifying individuals to find reasonable alternatives, whenever such solutions are available. Please call or contact the ACCESS Office via email to schedule an online appointment to discuss potential alternatives. ACCESS office (Student Success Center, Room 1203, 618-650-3726, and [myaccess@siue.edu](mailto:myaccess@siue.edu)).

#### **General Health Measures**

At all times, students should engage in recommended health and safety measures, which include:

- Conducting a daily health assessment. If you have [COVID-19 symptoms](#), but not yet tested positive, have had COVID-19 close contact exposure, or are COVID-19 diagnosed as presumptive or confirmed positive, contact your health provider or SIUE Health Service at

[cougarcare@siue.edu](mailto:cougarcare@siue.edu) or 618-650-2842. More information on reporting procedures is available [here](#).

- Frequent washing or disinfecting of hands.
- Adhere fully to the current face mask and physical distancing rules as articulated in policy: <https://www.siue.edu/about/announcements/coronavirus/safety-guidelines-support/face-mask-pick-up.shtml>
- If present, adhere to directional signs and traffic flow patterns in buildings and offices. In many spaces, doors for entering and exiting buildings are designated.

### **Academic Integrity**

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

<https://www.siue.edu/policies/3c2.shtml>.

### **Recordings of Class Content**

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

### **Potential for Changes in Course Schedule or Modality**

As the COVID-19 pandemic continues, there remains a possibility that planned classroom activities will need to be adjusted. Depending on circumstances and following state-issued recommendations, potential changes include alterations to distancing requirements, course modality (e.g., transition from face-to-face to online, hybrid, or hy-flex, mask wearing, in-course activities, etc). These changes would be implemented to ensure the successful completion of the course while preserving health and safety. In these cases, students may be provided with an addendum to the class syllabus that will supersede the original version. If the course schedule or modifications significantly alter expectations, a new syllabus will be issued.

### **Dr Mainz's Quick and Dirty COVID policy**

1. Wear your mask in my class, with your nose covered, at all times. If not, I'll ask you to leave.
2. We will still do some groupwork in this class, but keep your prescribed distance.
3. If you have covid, stay home, and contact me before you miss class so that I can arrange for makeup work.

## Schedule

\*Schedule is tentative and may be revised if needed. BC=before class.

Week	Date	Mon	Wed
1	10-Jan	TOPIC: Intro to class, syllabus BC: ----- DUE: -----	Career Myths lecture Ch 4 of text -----
2	17-Jan	TOPIC: MLK holiday BC: ----- DUE: -----	<b>Quiz 1 DUE</b> , Maximizing your degree ----- <b>IA1: Skills, Interests, Goals</b>
3	24-Jan	TOPIC: Maximizing your degree BC: Read Ch 3 of text DUE: -----	Maximizing your degree Read Ch 6 of text -----
4	31-Jan	TOPIC: Maximizing your degree BC: ----- DUE: -----	<b>Quiz 2 DUE</b> ----- <b>IA2: How Prepared Are You?</b>
5	7-Feb	TOPIC: What is Psychology, and why is it a useful degree?  BC: Read "The Psychology of "Psych isn't a Science", listen to podcast on the Science on Belief in Conspiracy Theories, and WATCH video re: writing APA Style  DUE: -----	Grad School  Read Ch 6 of your text  -----
6	14-Feb	TOPIC: Grad Student Panel BC: ----- DUE: -----	<b>Quiz 3 DUE</b> , Subfields: Helping Careers Read Ch 11, Read Webpage re: MFT, Watch video re: what MFTs do. <b>IA3: APA Style Article Exercise</b>
7	21-Feb	TOPIC: Subfields: Helping Careers BC: ----- DUE: -----	Subfields: Helping Careers Read Ch 11 of text (skip Ed Psych) -----
8	28-Feb	TOPIC: Working with Kids and Visit from School Psychologist (contacted JJ)  BC: -----  DUE: -----	<b>Quiz 4 DUE</b> , and Subfields: Careers in Business Read Ch 9 of text, look through SIOP website, watch 2 videos about HF psych, and read brochure re: HFES -----
9	7-Mar	TOPIC: <b>spring break</b>	<b>spring break</b>

Week	Date	Mon	Wed
10	14-Mar	TOPIC: Subfields: Careers in Business BC: ----- DUE: -----	Subfields: Careers in Research -----
11	21-Mar	TOPIC: Subfields: Careers in Research and Academia BC: Read Ch 16 DUE: -----	<b>Quiz 5 DUE</b> -----
12	28-Mar	TOPIC: Where to find jobs or programs that fit BC: Reach Ch 5 through p. 85 and p. 132-146 DUE: -----	Where to find jobs or programs that fit you Read <i>Finding Your Fit in a Graduate Program, and Kisses of Death in the Grad App Process</i> -----
13	4-Apr	TOPIC: How to apply (resumes/vitas) BC: Read p87-91 and p. 147-152 DUE: -----	<b>Quiz 6 DUE</b> ----- <b>IA4: Resume or vita</b>
14	11-Apr	TOPIC: How to apply (cover letters/personal BC: Read p.91-93 and 152-165 and articles on Bb DUE: -----	----- -----
15	18-Apr	TOPIC: Interviewing BC: Read p.93-99 and p 156-159 and articles on Bb DUE: -----	<b>Quiz 7 DUE</b> ----- <b>IA5: Cover letter or personal statement</b>
16	25-Apr	TOPIC: Offers, and the dreaded rejection BC: Read p159-p165 DUE: -----	Writing YOUR story ----- -----
FINAL	TBA	TBA	