Psy 214: Aspects of Psychology: Section 001W
Course Syllabus
Spring 2015
WEB

Syllabus is tentative

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When sending me an e-mail, please be sure to include "PSY 214W" in the subject line or I may not read it.

Course Description: This ENTIRELY ONLINE course reviews career paths and how to prepare for a career in psychology. We will discuss typical activities professional psychologists pursue while they engaged in the career as well as the approximate range of financial compensation. We will look into the advantages and the disadvantages of psychology as a career, personal and professional attributes desirable for success, and opportunities for employment and advancement.

Textbook: Sternberg, R. J. (2008). *Career Paths in Psychology* (2nd ed.). APA.

University Closing Due to Inclement Weather

University closing information will be posted on the web at http://www.tamu-commerce.edu. Information will be forwarded to radio station KETR (88.9 FM); Dallas-area television stations KDFW (Channel 4), KXAS (Channel 5), and WFAA (Channel 8); and, Tyler/Longview-area television station KLTV (Channel 7).

Students with Disabilities:

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library, Room 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
StudentDisabilityServices@tamu-commerce.edu

TECHNOLOGY REQUIREMENTS

The following information has been provided to assist you in preparing to use technology in your web-enhanced course.

The following technology is required to be successful in this course.

Internet connection – high speed recommended (not dial-up)
Word Processor (Microsoft Office Word – 2003 or 2007)
Access to University Library site
Access to an Email

Additionally, the following hardware and software are necessary to use eCollege:
Our campus is optimized to work in a Microsoft Windows environment. This means our courses work best if you are using a Windows operating system (XP or newer) and a recent version of Microsoft Internet Explorer (6.0, 7.0, or 8.0).

Courses will also work with Macintosh OS X along with a recent version of Safari 2.0 or better. Along with Internet Explorer and Safari, eCollege also supports the Firefox browser (3.0) on both Windows and Mac operating systems.

It is strongly recommended that you perform a "Browser Test" prior to the start of your course. To launch a browser test, login in to eCollege, click on the 'myCourses' tab, and then select the "Browser Test" link under Support Services.

ACCESS AND NAVIGATION

Access and Log in Information

This course will be utilizing eCollege to enhance the learning experience, eCollege is the Learning Management System used by Texas A&M University-Commerce. To get started with the course, go to: https://leo.tamu-commerce.edu/login.aspx.

You will need your CWID and password to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000 or helpdesk@tamucommerce.edu.

COMMUNICATION AND SUPPORT

Texas A&M University-Commerce provides students technical support in the use of eCollege. The student help desk may be reached by the following means 24 hours a day, seven days a week. If you experience issues while taking your exams or at any other point, feel free to contact the support desk.

- **Chat Support:** Click on *'Live Support'* on the tool bar within your course to chat with an eCollege Representative.
- **Phone:** 1-866-656-5511 (Toll Free) to speak with eCollege Technical Support Representative.
- **Email:** helpdesk@online.tamuc.org to initiate a support request with eCollege Technical Support Representative.
- **Help:** Click on the *'Help'* button on the toolbar for information regarding working with eCollege (i.e. How to submit to dropbox, How to post to discussions etc…).

Course Requirements and Assignments: (adapted for web classes)

1. **Attendance:** The student is expected to attend all class sessions. University guidelines will be followed (See 2005-2006 *Undergraduate Student's Guidebook).* Only University approved excuses (in writing) are accepted reasons to make up assignments, activities, or tests.

    A. The attendance policy is outlined in the current Undergraduate Catalog and *Student's Guidebook*.
        i. Students are expected to attend every class period. Attendance will be taken at the beginning of each class period.
        ii. It is the prerogative of the professor to drop students from courses in which they have accrued excessive **absences (3)** as defined in the course syllabus. In such cases, the student can be dropped from the course or dropped a grade point. The faculty member will document absences and will make a reasonable effort to communicate with the student prior to recommending the drop. If approved, the college dean will forward the recommendation to the Registrar's Office. Students who wish to drop a course or withdraw from the university are responsible for initiating this action.
        iii. If you miss more than three (3) classes you will receive a drop in letter grade no matter what your average may be. Do not miss 3 weekly discussions this will result

in 3 class absences for online courses. If miss ½ a discussion (make only 1 post during the week) this will count as ½ an absence. 6 weeks with only one discussion post will equal 3 full absences.

B. You should log in on a weekly basis and contribute to online discussions. Much of the material covered in class may not be found in your text and student PowerPoint presentations. Please note that all questions on the examinations will be taken from the text, as well as the student PowerPoint's and discussions.

C. On average, you will be expected to read one chapters per week. Do not wait until the last minute to start your reading. It is advised to stay on top of the readings and to read the chapters before each class that has the corresponding lecture material.

2. **Participation**: Students are expected to make an active and personal effort to contribute to class, as a part of developing professional collegial skills. This will include such basic commitments as prior preparation, regular attendance, and participating appropriately in online discussions. I consider class participation to be one of the most important, yet underrated elements of a student's education.

   There are numerous elements that go into class participation:

   1. Good attendance (according to University rules, students may be dropped from the class for excessive unexcused absences);
   2. Somewhat frequent, and preferably intelligent, contributions to class discussion;
   3. Reading the reserve readings (if any are assigned);
   4. **Polite and civil** interactions with all members of the class (See Student's Guide Handbook, Policies and Procedures, Conduct**).**

3. **Student Behavior**: Disturbing the education of students by other students is taken seriously. Appropriate (as defined by the instructor) level of interaction/participation during online discussions and presentations is expected. Disruption of class or inconsiderate behavior will not be tolerated. ***It is my expectation that every student will have the utmost respect for their peers in class when discussing experiences of a sensitive nature.***

   "All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment." (See Student's Guide Handbook, Policies and Procedures, Conduct.)

4. **Academic Honesty**: The *Student's Guidebook* addresses the issues of academic cheating and plagiarism. These are a breach of conduct, and students are subject to disciplinary actions.

5. **Evaluation and Assessment:**

Method	Total Percentage
Presentation	50%
Attendance/Discussions	10%
Exam 1	15%
Exam 2	15%
Paper	10%

ALL ASSIGNMENTS MUST BE COMPLETED TO GET A GRADE IN THIS COURSE
NO LATE WORK ACCEPTED

→ If you are having problems in class, please come and talk to me immediately. I will be better able to help you if you come to me early. Do not come to me at the end of the semester, unhappy with your grade, asking for a way to change it. I cannot randomly change grades because of "guilt trips". However, I adjust the distribution for the entire class to ensure reasonable grading standards.

Tests 15% grade (100 pts): There will be *two* examinations, total 100 points. They will cover materials discussed in class (from textbook, lecture materials, special assignments, student presentations). Exam format may be true/false, multiple choice, matching, and/or short answer. **No makeup exams will be given.**

> **NO MAKE-UP EXAM WILL BE GIVEN** Make-ups will only be given in the case of **verifiable** medical or legal excuses. Verifiable means that written documentation is provided (e.g., signed doctors' notes, court appearance tickets, newspaper obituaries). The final decision concerning make-up exams rests with the instructor. If no valid excuse (in the opinion of the professor) is presented your exam grade is a zero.

Presentations 50% grade (100 pts) THIS IS A POWER POINT PRESENTATION TO BE POSTED IN DOC SHARING

Students will provide an **in-class presentation on a selected topic.** Each student will pick a topic from a list. Schedule and topics: once selected are **not subject to change.** Written expectations and directions are listed below. Conduct a professional (APA) presentation about the topic using your text and at least 3 other sources (internet, interviews, text or journals) YOU MUST CITE YOUR SOURCES. ANY PRESENATIONS WITHOUT A REFERNCE SLIDE IS AN AUTOMATIC ZERO. Your reference MUST be APA compliant. A PowerPoint presentation is recommended (not a paper). **Presentation material will be included in tests.** Length: Minimum- 15 minutes, maximum 20 minutes. NOTE: as reference for length, one power point slide is approximately equal to one minute EXCLUDING title page, picture pages, chart pages and reference pages. The **body** of your presentation should be at least 15 (not title page, questions, reference or "pictures" pages) slides long and content rich to be eligible for the maximum points. LATE WORKWILL NOT BE ACCEPTED.

> **Before you begin** submit to the instructor your handout with 3 possible test questions AND ANSWERS based on your presentation material, and a brief statement explaining your interest in topic. Questions must be T/F or multiple choice. Submit handout to doc sharing for instructor only. **Please upload your presentation to doc sharing for the entire class to view by 12:01AM the date it is due (might be best to upload the night before).**

Include in your presentation to class:

1. Title of Presentation (topic) handout for class and instructor handout.
2. Introduction- Brief (1,2,3; goals of presentation)
   State goals for the class – at the end of the presentation, you will have learned, been exposed to, experienced, etc. Explain your interest in this topic.
3. Body- longest part
   Present information so that class reaches your goals; exercise your objectives to meet your goals (first, second, third, next, finally, etc.) Discuss job duties, education required, work setting, expectations, a day in the life of…, financial compensation, opportunities for employment
4. Summary/Conclusions- brief, tie it all together, talk about test questions
5. Q & A-
6. Provide handout which includes; 3 possible test questions about your presentation material to class and instructor

Grade 100 points possible; **grading rubric is below in syllabus**. Your grade will depend on how well you complete the instructions in your presentation.

Did your information tie in to your topic?
Did you reach your goal(s)?
Were you prepared?

Your presentation test questions will be included on the final test. Your attendance and participation in the presentations is required and recommended.

PAPER total 10% of grade (100 pts); You will need to complete a full 2 to 4 page personal career paper describing one career in psychology you may be interested in pursuing. You can submit your paper to the dropbox or email it directly to me. This paper should include:

- Why you decided on this career,
- What talents, or experience you possess that make this career attractive
- What level of education you will need and include at least **TWO** colleges that offers programs
- List required internships, practicums, licenses, certifications and specialize training needed
- List at least **TWO** specific different places you might be able to work at after your education/training is complete (Children's Advocacy Center, Austin Hospice, etc). If you are going into private practice, include where you plan to work (home, office) and how you plan to find clients

This is a personal career paper, cite sources as appropriate; double-spaced, 12pt New Times Roman, 1" margins. LATE WORK WILL NOT BE ACCEPTED.

***PLEASE NOTE: Just because you meet the requirements for the assignments in this class does not automatically assume and "A". "A" work goes above and beyond with exceptional quality of work.

Online discussions (attendance) 10% Grade: 2 responses. Every **Sunday** of the week a student PowerPoint about their topic will be added to eCollege and will remain open till **Saturday** night. Students are required to participate in the online discussions each week. In general, these assignments are designed to augment your comprehension of the material. For obvious reasons, there are absolutely no make-ups for these class assignments (however, I suggest that you still ask about the assignment to see if it would help you better understand the material). **Each student is required to post at least 2 responses,** the first of which must be posted by **Wednesday** of the week to allow for ample feedback and discussion by all students. Discussion postings must be substantive and thoughtful responses, to receive full credit. A substantive response includes content and contextual additions, add something to the discussion. "Wow I agree", or "How interesting", are not substantive responses. **Students will not receive full credit if all postings are made on the same day. IF YOU MISS MORE THAN 3 WEEKS OR MORE OF DISCUSSION YOU MAY BE DROPPED OR RECEIVE A FAILING GRADE FOR THE COURSE.**

The divisions of grades are as follows:

A = At least 90% of possible points	90-100	A
B = At least 80% of possible points	80-89	B
C = At least 70% of possible points	70-79	C
D = At least 60% of possible points	60-69	D
F = Less than 60% of possible points	Below 60	F

Psy **214 Presentation Grade Rubric**

Name of Presenter _____ Date_____ Topic_____

10 9 8 7 6 5 4 3 2 1
Excellent Very good Marginal Poor
Outstanding Average Passing Terrible

1. Did the presenter state and meet their goals?
   10 9 8 7 6 5 4 3 2 1

2. Overall was the presentation useful or valuable?
   10 9 8 7 6 5 4 3 2 1

3. How much work and preparation was evidenced in the presentation?
   10 9 8 7 6 5 4 3 2 1

4. Was the presentation well organized? Did the material "flow" easily or was it disjointed?
   10 9 8 7 6 5 4 3 2 1

5. How knowledgeable was the speaker on the topic?
   10 9 8 7 6 5 4 3 2 1

6. Did the presenter include 4 references including the text book?
   10 9 8 7 6 5 4 3 2 1

7. What was the quality of handouts and presentation materials? Were three test questions included?
   10 9 8 7 6 5 4 3 2 1

8. Did the presentation include an introduction, body, summary, questions and answers?
   10 9 8 7 6 5 4 3 2 1

9. Was the pace and length of the presentation appropriate?
   10 9 8 7 6 5 4 3 2 1

10. Rate the overall composite rating for the entire presentation?
    10 9 8 7 6 5 4 3 2 1

100 total _____

Schedule for Lectures and Exam*** Psy 214 Web based

Monday	Planned assignment	Comments
JAN 20	Introductions/Syllabus	
JAN 26	Chapter 1	
FEB 2	Chapter 2	
FEB 9	Chapters 3, 4	
FEB 16	Chapters 5, 6	
FEB 23	Chapters 7, 8	
MAR 2	Chapters 9, 10	
MAR 9	Midterm Exam	Online eCollege
MAR 16	SPRING BREAK	SPRING BREAK
MAR 23	Chapters 11, 12	
MAR 30	Chapters 13, 14	
APR 6	Chapter 15, 16	
APR 13	Chapter 17	Papers Due
APR 20	Chapters 18	
APR 27	Chapter 19	
MAY 4-8	Final Exam	Online eCollege

Changes may be made to this schedule; modifications will be announced in class. Students that do not attend class are responsible for the alterations made to the syllabus.

Students' Guide to Research Participation for Extra Credit
Department of Psychology & Special Education, Texas A&M University- Commerce

- **What is Research Participation?**

Exposure to research is essential to your gaining a better understanding of the scientific study of psychology. It is how we add new knowledge in psychology. Being involved in research is a good way to experience first-hand and learn about the scientific enterprise. We believe there are two key ways to experience research activity at this level: 1) read about related scientific investigations; 2) experience research as a volunteer participant; or some combination of both. The class in which you received this handout offers extra credit through one or both of these activities.

- **What if I am not yet 18 years old?**

In order to participate in research you must be at least 18 years old. If you are not yet 18 years old, please see your instructor, and ask him/her about alternative ways of earning extra credit.

- **In what type of research studies will I participate?**

All studies you will participate in have been reviewed and approved by the Texas A&M - Commerce Institutional Review Board (IRB) and by the Department of Psychology & Special Education. Studies vary widely. Many involve completing questionnaires or carrying out tasks on the computer. Some are even fun, and you'll learn something from all of them.

- **What are my rights as a research participant?**

Your participation is voluntary and you may withdraw from any study at any time. Your data will be kept confidential. If you have any further questions about your rights as a research participant, you may contact the IRB head, Robin Reid (Robin_Reid@tamu-commerce.edu). More information about your rights will be provided to you prior to each study for which you sign up.

- **How will my research participation credit be calculated?**

You will receive 1 experiment credit for each hour of research participation. Studies lasting 30 minutes or less are worth ½ experiment credit. For example, a 30 minute study = 0.5 experiment credits; 60min = 1 credit; 1½ hours = 1.5 credits… etc.

- **How many research credits may I complete?**

You are encouraged to participate in as much research as you wish, but your instructor will inform you of how many credits are offered for extra credit.

You may complete 3 hours of research participation credits. For each research participation credit hour completed you will receive 3 extra credit points to be added to your lowest test grade for a total of 9 points.

Participation credit earned = .5	**extra credit earned = 1.5**
Participation credit earned = 1	**extra credit earned = 3**
Participation credit earned = 1.5	**extra credit earned = 4.5**
Participation credit earned = 2	**extra credit earned = 6**
Participation credit earned = 2.5	**extra credit earned = 7.5**
Participation credit earned = 3	**extra credit earned = 9**

- **What if I do not wish to participate in research studies?**

Participation in research is voluntary. Your instructor is offering you the opportunity to earn extra credit by participating in research (and helping psychology).

- **How do I find and sign up for research participation opportunities?**

Throughout the semester, researchers in the Psychology Department will post their research studies in the Experiment Management System (EMS) online. It is up to you to check the EMS regularly to find and sign up for research studies that fit into your schedule. Detailed instructions for how to use the EMS are listed in the following pages of this handout.

- **What if I cannot go to a study I signed up for?**

If for whatever reason you cannot attend a study that you have signed up for you need to cancel your appointment before the start of the study. There are 2 ways to cancel an appointment. First, if you cancel 24 hours before a study you can do this online through the EMS website. Second, if it is the same day of the study you can call or email the researcher, whose contact information will be with their study in the EMS.

How do I use the Experiment Management System (EMS)?

(If you have already used the EMS, you can use your same login information. Otherwise, you need to create a new login. When you login, a list of courses will be presented, from which you must select the courses you are taking this semester for which you will receive credit for participation. If your course is not listed, see the instructor for that course.)

A. How to create a participant account on the EMS

1. Go to http://tamu-commerce.sona-systems.com/

    a. Click on New Participant “request an account here” link on the left of the screen.

b. This takes you to a screen on which you must enter your name, a unique User ID, your University ID number, and primary email address (reminders of studies you sign up for will be sent here). You will also need to highlight the course(s) in which you are enrolled, and for which you will be earning credits. If more than one, highlight all that will be involving you in research participation. However, each study in which you participate will only provide you credit for ONE course. In other words, there is no "double-dipping" allowed. BE CAREFUL TO SELECT THE CORRECT COURSE AND SECTION # – IF YOU CHOOSE THE WRONG ONE, YOUR INSTRUCTOR WILL NOT BE INFORMED OF YOUR CREDITS! After you submit your information, you will be emailed your login information. (After you have received your login information, I recommend that you login into EMS and go to your "Profile" and change your password to something that you can remember.)

If you encounter any problems with creating your account (e.g., login information not sent to you), contact the EMS administrator, curt_carlson@tamu-commerce.edu with your full name and a detailed description of the problem.

2. When you first log into the EMS at the beginning of the semester you will be asked to take a prescreen survey. This is a NEW prescreen – even if you have done one before, please do this one too. It is a short survey that researchers will use to decide if you meet the specified requirements for some studies (e.g., as a researcher I may only allow participants who are female. If you do not complete the prescreen you will not be eligible to participate in this study). In other words, if you do not complete the prescreen you will have fewer studies that you are eligible to participate in. **IF YOU COMPLETE THE PRESCREEN IN THE FIRST TWO WEEKS OF THE SEMESTER YOU WILL GET 0.5 CREDIT.**
3. You are now ready to use the EMS to sign-up for research studies.

B. Sign-up for studies—login to the EMS with your User ID and password that was emailed to you after creating your account

1. Click **Study Sign-Up**. A list of all available studies for which you qualify will appear. You can sign-up by clicking on either the study name or **Timeslots Available**, and you will go to a new screen showing more information about the study, with a link to **View Time Slots for This Study**.

2. Click the **Sign-Up** button to schedule your time. You should then write down or print out the study information (name, place, time, etc.) that appears in the final window. You will also receive an email reminder the day before the study time you have selected.

C. Canceling a Sign-Up (MUST be done if you know you will not show up)

1. If you need to cancel a timeslot you have signed up for, you can do this from the **My Schedule and Credits** page. Choose the **My Schedule and Credits** option from top toolbar.

2. You will see listed all of the studies for which you have signed up, as well as those you have completed (see the Tracking Your Progress section below for more information).

3. Studies for which you have signed up that you are allowed to cancel will have a **Cancel** button next to them. If you cannot attend the study session you signed up for, you need to cancel it, either within the EMS system or by contacting the researcher directly prior to the start of the study. Keep in mind that there is a time limit before the study is to occur, when it is too late to cancel online. This restriction is listed at the bottom of the page (it can be 24 hours before your timeslot, or much less, such as just 2-4 hours). If you cannot cancel online please email or call the experimenter to cancel. **IF YOU DO NOT CANCEL ONLINE, BY EMAIL, OR OVER THE PHONE BEFORE THE START OF THE STUDY YOU WILL BE COUNTED AS A "NO SHOW." If you are counted as a "no show" for any studies you are not eligible for the 2 free punctual participant credits.**

4. If you cancel the first part of a two-part study, the second part will also be cancelled. If you cancel the second part of a two-part study, the first part will *not* be cancelled, but you will need to ask the researcher to sign you up for the second part again, if you would like to participate in it at a later date.

D. Tracking Your Progress

1. You may track your progress at any time by choosing the **My Schedule and Credits** option from the top toolbar.

2. When you view this page, you will see at the top a list of the number of credits you are required to earn, and how many you have earned so far. Below that, if you have signed up for any studies, those are listed as well. In the list of studies, you will see information about your credit status. If you have a no show for a study you will see that the status for that study is "failure to appear."

Note: Your login session will expire after a certain period of inactivity, usually 20-60 minutes. This is done for security purposes. If this happens, you can always log in again. When you are finished using the system, it is better to explicitly log out, to prevent any problems that may arise if someone uses your computer before the session expires. This is especially important if you are using a public computer lab.

E. Frequently Asked Questions

1. Immediately after I login, as soon as I click on any menu option, I am taken back to the login page and I see a message that my authentication has expired. What does this mean?

Your web browser is not properly configured to accept cookies. You should turn on cookies in your web browser, use a different web browser (for example, try Firefox if you are currently using Internet Explorer), or try a different computer. Detailed instructions can be found if you go to the site and enter the URL "cookie_help.asp" in place of "default.asp" in the address bar of the browser, when you are on the front page of the site.

2. I participated in a study, but I have yet to receive credit. How do I receive credit?

The researcher must grant you credit. This is usually done within a few days after your participation. If it has been several days and you still have not received credit, contact the researcher (his or her contact information will be listed when you click on the study name within the system).

3. How do I change the email address where email notifications from the system are sent?

You can change the email address where notifications are sent by going to **My Profile** and editing the email address you see there.

4. I forgot where and when a study is that I signed up for. What do I do?

Check your e-mail for the **EMS reminder**, or logon to EMS and check your appointments.

5. Should I keep some sort of record of my participation and credits earned?

The system will keep track of the credits you earn and your instructor will have access at the end of the semester to a report of credits earned by students enrolled in the class (and if any students have "no shows"). It is a good idea, however, to occasionally print a personal copy of your credits earned and hold on to that printout as a back up to the system.

6. I showed up for a study on time, and no one was there! What do I do?

First refer to your information about that study session, to make sure you are in the right place at the right time. If you are, then wait at least 10 minutes for the researcher. If they are still not there at that point, you can leave and must send them an email within 24 hours, stating that you were present at the correct place and time for the study (refer to the study name). It is up to the researcher to try to reschedule with you.