



**Professional Development**  
PSYC 3102 CRN 15292  
**The University of Texas at El Paso**  
**Fall 2018**

**Instructor:** Dr. Jennifer Eno Loudon

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**Office:** Vowell Hall room 204

**Office hours:** By appointment

To make an appointment, please email me with at least 3 specific times you can meet during the week and give at least 24 hours notice so I can set a time for you.

*Note:* my office is located in a building that is not ADA accessible. If you need to meet in a different location, please let me know.

### **COMMUNICATION**

Email is the best way to communicate with me (do not call my office). I will do my best to respond to your messages within 24 hours, but it may take longer for me to respond on weekends and holiday breaks. Please include your full name in all messages you send me, and please put "PSYC 3102" in the subject line so I will know the message is from a student.

***Please review the relevant class document(s) before you ask me a question.*** If you don't understand something that is in the syllabus or another class document, make sure you are specific in your question so I know that you have reviewed the document and are uncertain about something.

### **TEXT & CLASS MATERIALS**

There is no textbook for this class. All course materials are available on Blackboard.

### **COURSE OBJECTIVES & LEARNING OUTCOMES**

Psychology is a very diverse scientific discipline and the information and skills that are conveyed in various Psychology courses are relevant to many different careers, which is both good and bad. It is good because individuals who earn a Bachelor of Arts or Science in Psychology have many career options after graduation. It is bad because students may take all of the courses necessary for graduating without taking the specific courses that will best prepare them for their desired career. This can occur because one Psychology course may provide very good knowledge and skills for certain careers (e.g., health care fields) but is not as useful for other careers (e.g., human resource jobs). A primary objective of this course is to get you thinking about different careers that you might pursue after graduation so that you can take the courses and develop the skills that will be most useful to you in these careers.

Upon successful completion of this course, you should:

- Have a general understanding of different career paths that are well suited for psychology majors
- Understand the requirements of the psychology major and how it is best navigated to achieve one's career goals
- Understand career options available to students who complete different levels of training in psychology (B.A. or B.S., M.A., Psy.D., Ph.D.)
- Be familiar with important resources that will allow you to explore your personal career interests in the future

- Have a better understanding of how various sub-disciplines and courses in psychology can contribute to different career paths
- Be able to better identify knowledge, skills, experience, and achievements that will be important for you to reach your career objectives (including getting into graduate school)
- Be able to prepare and write a resume, vita, personal statement, and cover letter that will be necessary when you apply for positions

### **DISABILITY ACCOMODATIONS**

If you have a disability and need classroom accommodations, please contact the Center for Accommodations and Support Services (CASS) at 747-5148, or by email to [cass@utep.edu](mailto:cass@utep.edu), or visit their office located in UTEP Union East, Room 106 no later than the end of the first week of the semester. For additional information, please visit the CASS website at <https://www.utep.edu/student-affairs/cass/>.

### **ACADEMIC DISHONESTY**

I have no tolerance for academic dishonesty in any form. Academic dishonesty includes: cheating on exams or assignments, unauthorized access of course materials, collaboration on individual assignments and quizzes, and plagiarism. If you are caught engaging in academic dishonesty, you will receive an “F” for the relevant assignment, and it is highly likely that you will receive a final grade of “F” for the course. Please review UTEP’s policy statement on academic dishonesty: <https://www.utep.edu/student-affairs/osccr/student-conduct/academic-integrity.html>

### **REQUIRED TOOLS**

You will need a number of tools to participate and do well in this course:

- Computer. Your computer should have standard software such as an internet browser, PDF viewer, and Microsoft Office or the equivalent. If you do not have your own computer, there are computers in the UTEP library and other locations that you can use. You should not try to complete quizzes or assignments on a cell phone.
- Internet access. The entire course will be run through Blackboard. All course content will be posted on Blackboard (as either files that can be downloaded or links to other websites), all quizzes will be taken on Blackboard, and all assignments will be distributed and turned-in on Blackboard. Note that Blackboard may have periodic outages that are outside of my control. It is highly recommended that you do not wait until just before a deadline to complete assignments and quizzes in case there is a problem with Blackboard or your internet connection.
- E-mail account. You are expected to have and regularly check your UTEP e-mail account (or the alternative e-mail account that is on file at UTEP).
- VPN connection to UTEP (not required but useful when working away from the UTEP campus). You can learn about this here – <http://admin.utep.edu/Default.aspx?tabid=74367>. It is especially useful when you are trying to access electronic documents (books & journal articles) that are free to you as a UTEP student but not free to the public.

## ASSIGNMENTS & POINTS OPPORTUNITIES

**A note about due dates:** A week in this class starts on Tuesday morning and ends Monday at midnight. The learning modules, quizzes, and assignment(s) for each week will be available at the beginning of the week. All quizzes and assignments for any given week **MUST be completed by Monday at midnight. You will NOT be able to make-up a quiz or assignment for any reason (including technical problems with your computer or Blackboard).** If you do not take a quiz or do not upload an assignment by the end of the week (11:59 PM Monday), you will receive a “0” for that quiz/assignment. Please keep deadlines in mind when allocating your time in this class and keep in mind that the instructor is unlikely to be available to help you at the last minute.

- **Learning Modules:** Each week you will have one or more learning modules that you will need to review. Learning modules may include: an electronic document (PDF, text document, spreadsheet, presentation), video, web page, or audio file. You should carefully review the learning module(s) assigned each week as they will provide information that will be useful/necessary for the week’s quiz and/or assignment.
- **Quizzes:** There will be quizzes most weeks that are designed to assess your understanding of the information in the learning modules. The quizzes will be on Blackboard and available during that week. **These quizzes should be taken individually without help from others.** Gathering around a computer with friends to take a quiz, taking screen shots or writing down the correct answers and sharing them with others does not help your learning and is collusion (a form of academic dishonesty – see above). If a quiz covers information from two or more learning modules, this will be clearly indicated. Your final quiz grade will be the average of all quizzes after the two quizzes with the lowest scores are dropped. All quiz scores are based on a percentage score, not number of points.
- **Assignments:** Assignments will ask you to explore a topic or issue that was a focus of the week’s learning module. The nature of these assignments will vary, but in most cases, they will ask you to seek out and write about information that is relevant to you. The purpose of the assignments is to expose you to the field of psychology and give you practice in developing materials that will help you in your career. The difficulty and time it will take you to do assignments will vary. The easier ones that may take only a few minutes might be worth 10 points whereas later ones that take a few hours might be worth 50 points. Your final assignment grade will be the average of all assignment grades (e.g., missing a single 50-point assignment will hurt your grade more than missing 2 10-point ones). I strongly suggest that you check the assignments early in the week so you effectively allocate your time. Because this is a professional development course, points will be deducted for assignments that are unprofessional – contain grammar or spelling mistakes, are not understandable, have a sloppy appearance, use inappropriate language etc. Assignments **must be submitted via Blackboard** (assignments submitted via e-mail or some other means will not be accepted). To help protect you against a technical problem with uploading and assignment, you will always have two chances to upload assignments (but this must be done by the deadline). It is the student’s responsibility to verify that each assignment is correctly uploaded to Blackboard.
- **Discussion Boards:** In past semesters, students have suggested that there be discussion boards in this course; they also recommended that these not be

graded. Thus, this course has discussion boards and they are NOT part of your grade. There will be many assignments and activities in the course that are relevant to and interest all of you. I hope that you will take advantage of the discussion boards to share information, connect with others who have similar interests and career goals, and help one another.

## **GRADING**

Your grade will be based on the components listed above. You will receive a score for each component that will be weighed according to the percentages below. Your final grade in the course will be based on the standard percent distribution (90% and greater = A; 80-89% = B; 70-79% = C; 60-69% = D; less than 60% = F).

- **Quizzes:** 40%
- **Assignments:** 60%

It is your responsibility to check on your grades regularly throughout the semester. If you notice an error, you should notify me within one week of the grade being posted to Blackboard.

You should alert me to concerns regarding a grade via email, but note that due to privacy laws I **cannot give you information on a grade or tell you your grade over email**. If you wish to inquire about a grade on an assignment, you must talk to me in person.

**University Support Services:** These are just a few of the support services and resources available for students at UTEP:

- The Center for Accommodations and Support Services (CASS) (<https://www.utep.edu/student-affairs/cass/>)
  - Union Building East #106; [cass@utep.edu](mailto:cass@utep.edu); 747-5148
  - CASS provide students with disabilities, accommodations and support services to help them pursue their academic, graduation, and career goals.
- Career Center (<https://www.utep.edu/student-affairs/careers>)
  - Union Building West #103; [careers@utep.edu](mailto:careers@utep.edu); 747-5640
  - The career center offers one-on-one career advising assistance, résumé and CV critiques, mock interviews, internships/co-op, job listings, employer contacts, job fairs, graduate/professional school assistance, Career Closet, online resources and much more!
- Counseling Center (<https://www.utep.edu/student-affairs/counsel/>)
  - [http://uwc.utep.edu/Union Building West #202](http://uwc.utep.edu/Union%20Building%20West%20#202); 747-5302
  - Counseling Center offer confidential counseling services in English or in Spanish and can assist you as you decide on a career or work through personal concerns.
- Writing Center (<http://uwc.utep.edu/>)
  - Library Building # 227; [uwc@utep.edu](mailto:uwc@utep.edu)
  - The Writing Center has workshops and one-on-one consultations to help students improve writing.
- Technology Center (<http://admin.utep.edu/Default.aspx?tabid=74082>)
  - [helpdesk@utep.edu](mailto:helpdesk@utep.edu); 747-4357
  - The technology center can help with a variety of technology related issues including computer repair, equipment checkouts, and poster printing.