



Professional Development
PSYC 3102 CRN 24163
The University of Texas at El Paso
Spring 2022

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Office hours: Tuesdays 2:00-3:00pm and by appointment, on Zoom

You are welcome to drop in during scheduled office hours. If you need to make an appointment to meet with me, please email me with at least 3 specific days/times you can meet and give at least 24 hours notice so I can set a time for you.

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 "PSYC 3102" in the subject line so I will know the message is from a student and use appropriate email etiquette as discussed in the Week 3 materials. ***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 your question is specific so I know that you have reviewed the document.

CLASS MATERIALS

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

COURSE OBJECTIVES & LEARNING OUTCOMES

Psychology is a diverse scientific discipline and the information and skills that are conveyed in various psychology courses are relevant to many different careers. This is good because people who earn a Bachelor of Arts or Science in psychology have many career options after graduation. On the other hand, students may take all of the courses necessary for graduating without taking the specific courses that will best prepare them for their desired career. 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:

- Demonstrate professional skills such as time management and writing professional emails
- Have a general understanding of different career paths that are well suited for psychology majors who complete different levels of training (B.A. or B.S., M.A., Psy.D., Ph.D.)
- Understand the requirements of the psychology major and how it is best navigated to achieve your career goals
- Be familiar with resources that will allow you to explore your personal career interests

- 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 and/or graduate programs

DISABILITY ACCOMODATIONS

If you have a disability and need accommodations, please contact the Center for Accommodations and Support Services (CASS) at 747-5148, or by email to cass@utep.edu 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 the following tools to do well in this course:

- Computer. Your computer should have standard software such as an internet browser, PDF viewer, and [Microsoft Office](#). If you do not have your own computer, there are computers in the UTEP library and other locations that you can use, and UTEP often has laptops available for students to borrow. You should not try to complete assignments on a cell phone.
- Internet access. The entire course will be run through Blackboard. All course content will be posted on Blackboard, 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 regularly check your UTEP e-mail account.

POINTS OPPORTUNITIES

A note about due dates: A week in this class runs from Monday to Monday. All quizzes and assignments for any given week **must be completed by the following Monday at noon**. 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. You are encouraged to work ahead in this course, and the assignments due at the end of the semester (such as the resume and cover letter) will take more time to complete than the assignments at the beginning of the semester. If you experience an emergency situation (e.g., serious illness) that affects your ability to complete course requirements, it is your responsibility to reach out to the instructor before you fall behind in the course. **Exceptions to the due dates or late penalties described below will be rare—occurring only for documented emergencies—at the instructor’s discretion.**

- **Learning Modules:** Each week you will have one or more learning modules that you will need to work through. Learning modules may include documents for you to read, videos to watch, and websites to review. You should carefully review the learning module(s) assigned each week as they will provide information that will be necessary for the week's quiz and/or assignment.
- **Quizzes:** There will be one or more quizzes most weeks that are designed to assess your understanding of the information in the learning modules. **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 previous page). Your final quiz grade will be the average of all quizzes after the two quizzes with the lowest scores are dropped. No late quizzes will be accepted. 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. As with the quizzes, you should complete the assignments on your own. 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 based on the total of **all** assignment grades (e.g., missing a single 50-point assignment will hurt your grade more than missing two 10-point ones). Because this is a professional development course, points will be deducted for assignments that are unprofessional – you will lose points if your submission contains grammar or spelling mistakes, is unclear, has a sloppy appearance, uses inappropriate/informal 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 your responsibility to verify that each assignment is correctly uploaded to Blackboard. Assignments submitted late will lose 10% of available points per day late.

- **(Optional) Discussion Boards:** This course has discussion boards but 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:** 35%
- **Assignments:** 65%

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. All inquiries regarding grades must be sent from your UTEP email account.

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; 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; 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
 - The Writing Center has workshops and one-on-one consultations to help students improve writing.
- Technology Center (<https://www.utep.edu/technologysupport/>)
 - helpdesk@utep.edu; 747-4357
 - The technology center can help with a variety of technology related issues including computer repair and equipment checkouts.