

Updated 8/24/2023. The instructor reserves the right to make changes to this syllabus and course schedule. If this occurs, the updated version will be posted to Blackboard.



Professional Development
PSYC 3102 CRN 12248
The University of Texas at El Paso
Fall 2023

Instructor: Dr. Jennifer Eno Louden

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Office hours: by appointment, on Zoom

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). You can send me a message in Blackboard, but emails will get a faster response. I will do my best to respond to your messages within 24 hours except during weekends and holiday breaks. When you email me, please include "PSYC 3102" in the subject line so I will know the message is from a student. In all emails or messages sent through Blackboard you should use appropriate email etiquette as discussed in the Week 2 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 and so I can provide you with the specific information you need.

Discussion Boards: This course has discussion boards but they are optional and NOT part of your grade. You can use the discussion boards to interact with your classmates and instructor. If you choose to use the discussion boards, you should communicate in a respectful and courteous manner. No harassment or inappropriate postings will be tolerated.

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 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.)

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- 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

ADA ACCOMODATIONS

If you have a disability and need accommodations, please contact the Center for Accommodations and Support Services (CASS) as soon as possible at 915-747-5148, or by email to cass@utep.edu. For additional information, please visit the CASS website at <https://www.utep.edu/student-affairs/cass/>. This course is ADA compliant by providing PDF's and closed captioning for multimedia when needed.

ACADEMIC DISHONESTY

I have no tolerance for academic dishonesty in any form. Academic dishonesty includes:

- **Plagiarism** – Taking credit for work that is not your own (e.g., copying and pasting from the internet, failing to cite sources of information, failing to attribute direct quotes to their original author, submitting work you did not write yourself, or submitting your work from another course without prior permission). If you have taken this course before, you cannot reuse your assignments. The use of generative language models or AI (such as ChatGPT) is not allowed in this course.
- **Cheating** – This includes copying another student's work during a quiz; using unauthorized materials during a quiz; taking a quiz for another student; and communicating with another student about a quiz or assignment.
- **Collusion** – Any collaboration with another student without the permission of the instructor.

If I suspect academic dishonesty has taken place, I will initiate an investigation with the Office of Student Conduct and Conflict Resolution. You will likely receive a zero for the relevant assignment, and you may 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>

COPYRIGHT NOTICE

My course materials, including quizzes, assignment instructions, and similar materials, are copyrighted. You may not reproduce, distribute, or display (post or upload) these materials, including recordings or photographs, in any way.

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

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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 will need to regularly check your UTEP e-mail account for course related announcements.

If you have technology issues, please contact UTEP's online help desk support at <https://www.utep.edu/technologysupport/> The instructor is NOT qualified to help you resolve technology issues.

POINTS OPPORTUNITIES

All quizzes and assignments are due on **Tuesdays at 11:59pm**, typically the week after that quiz/assignment is assigned (specific due dates for each assignment/quiz are listed in the course schedule). 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:** This course is organized into learning modules based on topic. Most weeks, you will have learning material to work through, including “mini-lectures” to read, videos to watch, and websites to review. You should carefully review the learning module(s) as they will provide information you will need for quizzes and assignments.
- **Quizzes:** There will be one or more quizzes most weeks that are designed to assess your understanding of the information presented for that week (see above). **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. If you experience a technical issue during a quiz that affects your score, this will count as one of your dropped quizzes. 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 materials. 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

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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** in Word or PDF format unless otherwise noted in the assignment instructions (assignments submitted via e-mail or some other means, or assignments submitted as screenshots or photos 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 and it is highly recommended that you review your submission to ensure that there were no errors or formatting issues with the submission. If your assignment shows up in Blackboard as “in progress” or “saved” it is not fully submitted and we cannot grade it. If you make two submissions of an assignment, the second one will be the one that is graded. Assignments submitted late will lose 10% of available points per day late.

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:** 25%
- **Assignments:** 75%

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.

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COURSE SCHEDULE

Each week begins on Monday and the quizzes/assignments for that week are due at 11:59pm on the following Tuesday unless otherwise noted below. **You are welcome to work ahead but it is important not to fall behind. Please see the syllabus for policies on missed deadlines for quizzes and assignments.**

Week	Week begins	Module	Quizzes/Assignments (due following Tuesday unless otherwise noted)
1	8/28	Course Introduction and Time Management	Quiz: Syllabus Quiz Assignment: Academic Integrity Tutorial Assignment: Weekly Schedule
2	9/4	Academic and Professional Skills	Quiz: Study Tips Assignment: Professional Emails
3	9/11	Introduction to Psychology Careers and Subfields	Quiz: Subfields of Psychology Assignment: Initial Career Goals
4	9/18	Career Options with Bachelor's Degrees	Quiz: Degrees Assignment: Bachelor's Career Interests
5	9/25	Career Interest Survey	Assignment: Career Interest Survey
6	10/2	Getting Experience pt. 1	Quiz: Internship Experience Quiz: Career Center Assignment: Internship Search
7	10/9	Getting Experience pt. 2	Quiz: Volunteering Quiz: UTEP's Experience Resources
8	10/16	Graduate School	Quiz: Graduate School Preparation

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			Quiz: Graduate Acceptance
9	10/23	Career Options with Advanced Degrees pt. 1	Quiz: Master's Careers Quiz: Clinical Careers
10	10/30	Career Options with Advanced Degrees pt. 2	Quiz: Research Careers Assignment: Explore Careers that Require an Advanced Degree
11	11/6	Resume & Curriculum Vita	Assignment: Create a Resume or Curriculum Vita <i>(begin work in week 11, due 11/21)</i>
12	11/13	Resume & Curriculum Vita (continued)	<i>Submit Resume or Curriculum Vita</i>
13	11/20	Cover Letter & Personal Statement	Assignment: Create a Cover Letter or Personal Statement <i>(begin work in week 12, due 12/5)</i>
14	11/27	Cover Letter & Personal Statement (continued)	<i>Submit Cover Letter or Personal Statement</i>
15	12/4	Online Presence	Assignment: Learn About Your Online Presence
16	12/11	Course wrap-up	<i>Possible assignment (to be announced)</i>

UNIVERSITY SUPPORT SERVICES

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

Technology Resources

- [Help Desk](#): Students experiencing technological challenges (email, Blackboard, software, etc.) can submit a ticket to the UTEP Helpdesk for assistance. Contact the Helpdesk via phone, email, chat, website, or in person if on campus.

Academic Resources

- [UTEP Library](#): Access a wide range of resources including online, full-text access to thousands of journals and eBooks plus reference service and librarian assistance for enrolled students.

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- [University Writing Center \(UWC\)](#): Submit papers here for assistance with writing style and formatting, ask a tutor for help and explore other writing resources.
- [Math Tutoring Center \(MaRCS\)](#): Ask a tutor for help and explore other available math resources.
- [History Tutoring Center \(HTC\)](#): Receive assistance with writing history papers, get help from a tutor and explore other history resources.
- [RefWorks](#): A bibliographic citation tool; check out the RefWorks tutorial and Fact Sheet and Quick-Start Guide.
- [The Miner Learning Center](#): Join peer-led study sessions in person or online to review content and discover study strategies in core curriculum courses.
- [UTEP Edge](#): UTEP's cross-campus framework for student success and empowerment – develops students' assets through high-impact experiences made possible by the expertise and dedication of faculty, staff, alumni, and community partners.

Individual Resources

- [Student Success Help Desk \(SSHD\)](#): Students experiencing challenges or obstacles to academic success including registration, financial, food, housing, and transposition resources may submit a ticket request assistance to studentsuccess@utep.edu
- [Military Student Success Center](#): Assists personnel in any branch of service to reach their educational goals.
- [Center for Accommodations and Support Services](#): Assists students with ADA-related accommodations for coursework, housing, and internships.
- [Counseling and Psychological Services](#): Provides a variety of counseling services including individual, couples, and group sessions as well as career and disability assessments.
- [UTEP Food Pantry](#): Non-perishable food items are available to students who are currently enrolled in classes. Bring a Miner Gold Card to Memorial Gym, Room 105, Monday through Friday, 10 a.m. to 2 p.m.