



NORMAN J. RADOW COLLEGE OF HUMANITIES AND SOCIAL SCIENCES
DEPARTMENT OF PSYCHOLOGICAL SCIENCE
PSYC 2210 CAREERS IN PSYCHOLOGY
SYLLABUS

Course Information

Class meeting time: MW 10:10-11:00
Modality: Hybrid
Meeting Location: D2L XXXX

Instructor Information

Name: Dr. Kalisha Smith
Email: kalisha.smith@kennesaw.edu
Office Location: SO 4051B
Office Phone: 470.578.5210
Office Hours: By Appointment Only

Course Delivery

KSU may shift the method of course delivery at any time during the semester in compliance with University System of Georgia health and safety guidelines. In this case, alternate teaching modalities that may be adopted include hyflex, hybrid, synchronous online, or asynchronous online instruction.

Course Materials

Required Text:

Helms, J. L., & Rogers, D. T. (2015). *Majoring in psychology: Achieving your educational and career goals* (2nd ed.). Malden, MA: Wiley-Blackwell.

This course is part of a textbook program called Day One Access. The week before classes begin, you should've received an e-mail from KSU University Stores with instructions on how to access the course content (please check your junk folder if not in your inbox). Everyone enrolled in the course will automatically have access to the digital course materials. Those who have not opted-out or dropped the class by the specified date, will receive **a charge from the bookstore on their OwlExpress** student account the following week. Once you opt out, you will immediately receive a confirmation email.

Required Technology:

Access to a computer/laptop, webcam with microphone, Microsoft Word, Internet Access. Please note that Chromebooks are not compatible with this program or with Respondus Lockdown Browser (used for quizzes). **If the only computer you have access to this semester is a Chromebook, please contact me the first week of class.**



Course Description

Hours: Three (3) credit hours

Prerequisites: PSYC 1101 passed with a grade of C or better; Declared Psychology Major.

This course focuses on career planning and development issues for psychology majors. Using a combination of lecture, readings, and exercises, students will be exposed to information designed to assist in the clarification, selection, and pursuit of a career in psychology or a related field. Topics will include an overview of the undergraduate major in psychology, career options in psychology and related fields, preparation for employment with a bachelor's degree, preparing for and succeeding in graduate school, and applying for a job or to a graduate school.

Learning Outcomes

Upon completion of the course, you will be able to:

- Demonstrate knowledge of various tools and resources for planning your educational and career goals, with special emphasis on what must be accomplished in order to graduate from KSU with a Bachelor of Science degree in Psychology
- Differentiate among the nature of the bachelor's degree in psychology and graduate degrees in the various psychology subfields and related fields, with special emphasis on employment opportunities at various educational levels and strategies for securing employment and/or post-bachelor's education/training.

Learning Objectives:

- Demonstrate knowledge of various tools and resources for planning your educational and career goals, with special emphasis on what must be accomplished in order to graduate from KSU with a Bachelor of Science degree in Psychology
- Differentiate among the nature of the bachelor's degree in psychology and graduate degrees in the various psychology subfields and related fields, with special emphasis on employment opportunities at various educational levels and strategies for securing employment and/or post-bachelor's education/training

At the completion of the course, students should be able to do the following:

- Describe and identify what must be accomplished to graduate with a major in psychology
- Accurately evaluate progress in the degree and plan for future coursework
- Describe and compare the various psychology subfields and related careers
- Develop working models of a cover letter and résumé
- Explain the nature of graduate education in psychology and the graduate admissions process
- Describe the nature of the Graduate Record Exam (GRE), and develop a plan for GRE preparation.

Course Requirements and Assignments

All chapter topics will be covered as dictated in the learning schedule. Students are responsible for checking D2L to identify any changes to learning schedule. Throughout the semester, you will have several assignments to be submitted on D2L. Assignments are not busy work, but activities that should help deepen your knowledge about the material and the it's relevance to your career goals.

Assignments	Points
<i>Syllabus Acceptance Quiz (must be done 1st week for extra credit pts.)</i>	2
Self-reflection	5
Personality Test (Know yourself)	15
Degree Program Checklist	15
Faculty and Staff Research	20
Various "Class" Assignments	20
Practice Graduate Record Exam	20
Job Search – Cover letter & Resume	35
Graduate School Search & Personal Statement	40
Career Action Plan	30
Chapter Quizzes (17 @ 20pts; 2 lowest grades dropped)	300
Midterm (1 st half of semester)	100
Final (2 nd half of semester)	100
Total Points	700 (+2)

Assessments

Exams will be **administered via D2L, using the Respondus Lockdown browser**. In addition to downloading the Lockdown browser, a microphone and a webcam are required to take the assessments.

When taking online exams, students should dress as if they were coming to class—all students must wear shirts. I review video recordings of your exam, and grades of zero (0) will be assigned when:

- Student is not properly dressed
- Student's face is continually out of frame
- Student does not do environment check
- Student engages in any behavior deemed inappropriate in a face-to-face examination.

Should an unexpected disruption occur during testing, student can explain the situation directly to the camera. Should you be penalized for improper behavior, an explanation will be included in the test feedback.

Pre-test

The **pre-test** will be graded for completion, and not accuracy. This allows you the opportunity to familiarize yourself with the Lockdown Browser, and the types of questions that could be on an exam. The pre-test must be completed at the beginning of the semester. There will be no makeup/late pre-tests accepted.

Evaluation and Grading Policies

Multiple choice questions on exams will be graded immediately, with any fill in the blank questions graded within a week. Feedback from homework assignments will vary, as some assignments take longer to review than others. There will be no additional assignments for extra credit points, so efforts should be concentrated on the assigned work

GRADING SCALE:

Your grade is calculated based on the number of points earned throughout the semester.

Points	Grade
630-700	A
560-629	B
490-559	C
420-489	D
Below 420	F



It is each student's responsibility to be aware of deadlines. Late assignments/quizzes are accepted at the discretion of the teacher. **Any assignments accepted late will incur a point penalty, up to 50%.** The sooner you submit a late assignment, the fewer points you will be penalized; therefore, if you need to email to ask whether you can submit late, do so as soon as possible. Submit your excuse.

No points will be given for 1st half assignments in the second half of the semester.

Unless you have an approved accommodation, a point deduction may be assessed when students take longer than assigned time to complete tests (**assessed at 2 points per 5-minute increment**).

Within the classroom, virtual or face-to-face, we should demonstrate honesty, free inquiry, tolerance of differences and respect for others' opinions. Anyone perceived as disruptive to this objective will be given a verbal warning and in the case of face-to-face classes, may be asked to excuse her/himself from class. In this course, I encourage an environment of academic accomplishment, personal growth, and a spirit of understanding and cooperation. An important part of maintaining such an environment is the commitment to protect the health and safety of every member of the campus community. Belligerent, abusive, profane, threatening and/or inappropriate behavior on the part of students is a violation of the Kennesaw State University Student Conduct Regulations. Students who are found guilty of such misconduct may be subject to immediate dismissal from the institution. In addition, these violations of state law may also be subject to criminal action beyond the University disciplinary process.

Attendance

Attendance will **NOT** directly affect your grade.

The Board of Regents policy requires that I report attendance. Attendance will be reported based on lecture attendance (when applicable) and/or assignment submissions. Attendance will be taken at each class using iClicker Reef app. Your attendance at every class meeting is both essential and expected.

Students are solely responsible for managing their enrollment status in this course; nonattendance does not constitute an automatic withdrawal from the course.

You do not need to let me know if you will miss a class unless we have a scheduled exam or presentation.

- If you are sick, do not feel obligated to come to class. When you are sick, you cannot give your full attention to the course material, and can potentially expose those around you.
- If you are sleepy, do not feel obligated to come to class. When you are sleepy, you cannot give your full attention to the class, and you can distract the professor.

Preferred methods of communication:

When questions arise, **first check the D2L** course announcements, syllabus, and the General Questions discussion board. If the answers cannot be found, you have two (2) methods for contact:

- ★ 1. General questions about assignments and course material should be posted to the **General Questions discussion board** (e.g. Should I be able to see assignment A, or *Can you explain why the answer to Question A is answer B?*). These questions are generally answered more quickly, as they apply to all students.
- ★ 2. Student specific questions should be sent via **D2L email** (e.g. *Can I still pass the course with an A if my current points total is XX*). Students can generally expect a response within 24 hours, excluding weekends. Students can expect a reply to a weekend email the following Monday.
- ★ 3. You can also call me using Microsoft Teams chat or calls.

Requesting a meeting:

- ★ To request a meeting, send an email and include:
 - topic to be discussed
 - desired mode of contact (call or video chat).

I will attempt to schedule virtual meetings via Microsoft Teams, before face-to-face.



Department/College Policies

Diversity: Faculty in the Department of Psychological Science at KSU recognize the significant and unique challenges faced by racial and ethnic minorities in the United States, particularly during times of heightened racial tension. We acknowledge the emotional, mental, and physical toll this can take upon students belonging to these groups, and we are committed to supporting their academic success in the face of these challenges. As part of this support, we strive to foster a classroom environment (both physical and virtual) that is supportive for all students, and we have compiled a list of student resources available through KSU, the American Psychological Association, and beyond, which can be accessed [here](#). Additionally, incidents of discrimination can be reported at the following website - <https://discrimination.kennesaw.edu/>, and students can directly contact the KSU Office of Diversity and Inclusion by phone (470-578-2614) or email (ksudiverse@kennesaw.edu).

[Department Policies](#)

Institutional Policies

[Federal, BOR, & KSU Course Syllabus Policies](#)
[Academic Integrity Statement](#)



KSU Student Resources

[KSU Student Resources](#)

Department of Psychological Science Student Resources

Psychology Lab Services Spring 2021:

The KSU Psychology Lab is a resource center for all psychology majors and minors. The lab is located on the Kennesaw Campus in the Social Sciences Building on the fourth floor, in Room 4026. In an effort to continue to serve the needs of our Psychology majors and minors, the Department of Psychological Science Psychology Lab has created a distance learning opportunity for students to *remotely* continue to seek and receive necessary guidance and assistance for PSYC 1101, PSYC 2500, PSYC 3000, and PSYC 4100 course content. This is in the format of a D2L course shell, led by the Psychology Lab Coordinator and our Psychology Lab Student Assistants.

Interested students who would like to be added to this virtual resource center should email the Psychology Lab Coordinator, Nicole Wilcox (nserpico@kennesaw.edu) with the following information: Name (first and last), Student ID#, and NetID.

Students must be added manually to the course shell in D2L, so the above information will ensure a timely and accurate turnaround time. Students will be added to the course for Spring 2021 beginning Friday, January 15. After that, students will be added to the course shell within 24 hours of their request (but typically sooner), upon which the course entitled, “Department of Psychological Science: Psychology Lab” will be added to their D2L homepage for access to its resources. *Note: There is no additional cost associated with being added to this D2L course page.*

Virtual Psychology Lab hours of operation for Spring 2021 will be posted on the [Psychology Lab webpage](#) by Friday, January 15. Please note that Student Assistant hours of availability may vary, but we will be certain to provide updates as applicable. Psychology Lab Student Assistants will also **tentatively** be available to offer in-person assistance in the Psychology Lab (SO 4026), by appointment only. In-person appointments are reserved only for questions that cannot be answered via email, phone, or virtual meeting. As needed, students may reach out to the Psychology Lab Coordinator, Nicole Wilcox (nserpico@kennesaw.edu) to learn more about obtaining this service.

Please reference the [Psychology Lab webpage](#) as often as needed for detailed information about the services and resources we are able to provide.

Should you have any questions, please direct them to the Psychology Lab Coordinator, Nicole Wilcox (nserpico@kennesaw.edu).

Please review the information provided on the Psychology Lab webpage for more details about the services and resources we provide: <https://chss.kennesaw.edu/psychscience/resources/psych-lab.php>

Course Schedule

- XX/XX: First day of classes
- XX/XX: Drop/add ends 11:45 p.m.
- XX/XX: Labor Day Holiday No Class
- XX/XX: Last day to withdraw without academic penalty
- XX/XX: Thanksgiving Break
- XX/XX: Last day to withdraw with a WF
- XX/XX: Last day of all classes
- XX/XX: Final Exam Period Specific availability to be announced.



Please see <https://registrar.kennesaw.edu/academiccalendar/fall2021.php> and <https://registrar.kennesaw.edu/dates-deadlines/final-exams-fall.php>