

# PSY P199, Spring 2014

## Planning Your Psychology Career

### CLASS TIME AND PLACE

Section 20044

Tuesday, 4:00 – 5:15 PM, in room PY 100

### INSTRUCTOR INFORMATION

Instructor: Rick Hullinger

Office: PY A300B

Monday : 2:00 – 4:00 PM in PY A300B

Wednesday: 11:00 AM – 12:00 PM in PY A300B

Wednesday: 1:30 PM – 2:30 PM in PY A300B

Or by appointment

Office Telephone: 856-6854

Email Address: [rahullin@indiana.edu](mailto:rahullin@indiana.edu)

### TEACHING ASSISTANT INFORMATION

Assistant: Loretta Cambron

Office Hours: By Appointment

Email Address: [lcambron@indiana.edu](mailto:lcambron@indiana.edu)

### TEXTBOOK

There is no textbook for this course. All readings and related materials will be posted in the Resources section of the Oncourse site.

### COURSE GOALS

- 1) To teach you a few tips, tricks, and “best practices” to employ as a college student
- 2) To help you optimize your psychology degree. This course will educate you about the following:
  - your degree requirements
  - the advising process and how to maximize your advising sessions
  - the many psychology-related extra-curricular opportunities available to you
  - research opportunities and how they can help you fulfill your degree requirements and assist you in career development
- 3) To start the career development process, including
  - learning how to go about researching, and choosing, a prospective career
  - learning about the many career development resources you can utilize at IU
  - beginning the process of preparing for the job hunt by creating a resume and cover letter
- 4) To learn how to prepare and apply for graduate school if your chosen career path includes a graduate education

## **HOMEWORK AND GRADING**

This is a one credit pass/fail course. Earning a passing grade will require meeting both an attendance requirement and performing satisfactorily on a small set of homework assignments. The requirements for the course may not be exceedingly strenuous, but please understand that this is an important course and you will only get out what you put into it. If you take the class seriously and put forth your best efforts on the assignments, you will see tangible benefits in the future.

The class meets for 15 sessions over the semester. You **must** be present for the final class of the semester and for 10 other sessions in order to pass the course. Attendance will be based on clicker usage throughout each class session, so you must have your clicker and be in class for the *entire period* to earn attendance credit. I make no distinction between an excused and an unexcused absence, so it does not matter if you are ill, at a job interview, or just don't feel like showing up. If you miss more than four class periods for any reason, then you will not pass this course.

There are a total of ten assignments listed at the end of this syllabus and referenced on the course schedule. You **must** complete the "Communication," "Resume," and "Retrospective" assignments along with **four** of the remaining **seven** assignments in order to pass the course. Each assignment has a due date and **late assignments will not be accepted.**

It is your responsibility to check your attendance and assignment grades on Oncourse and to be aware of your progress towards completing the course requirements. A large part of success in college, and in post-college life, is learning to plan ahead and to take personal responsibility for your decisions. If it is imperative that you pass this course this semester (academic probation, graduation, etc.), then you should fulfill the course requirements as early as possible so that you have some breathing room in case something unexpected comes up.

## **CLICKERS**

Clickers (Turning Technologies Response Card keypads) will be used in this class, and I require that you have one. You are welcome to use either the RF or the NXT ResponseCard from Turning Technologies. The clickers will be used to gather data during class, to get feedback on course materials, and to take attendance. Since attendance is mandatory, the clicker is required to pass the class.

## **RESPECT**

In order for this class to work well, there must be a certain level of respect between you and me and between you and your fellow classmates. Please be smart with your in-class behavior. If you have to arrive late, enter quietly and sit in the back. If you believe that you may leave early, please sit in the back and slip out quietly. Please turn off your cell phones and do not text-message your friends while I'm teaching. If you are being disruptive to the class, I will ask you to leave.

## **FEEDBACK**

Do not wait until the end of the semester course evaluations to let me know that I could be doing something better. Tell me as soon as possible so that I can make the class valuable and relevant as we go along.

If you have any feedback, good or bad, about the course or how it's being taught, please feel free to send it to me *anonymously* using this link:

<http://www.indiana.edu/~rahteach/feedback.html>

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Copyright Richard A. Hullinger, 2014. All federal and state copyrights in my lectures and course materials are reserved by me. You are authorized to take notes in class for your own personal use and for no other purpose. You are not authorized to record my lectures or to make any commercial use of them whatsoever. You are not authorized to provide them to anyone else other than students currently enrolled in this course, without my prior written permission. In addition to legal sanctions for violations of copyright law, students found to have violated these prohibitions may be subject to University disciplinary action under the Code of Student Conduct. If I find that my course materials are being made available to others in violation of this policy, I reserve the right to limit or remove access to all slides, notes, review materials and lecture recordings.

**ACADEMIC HONESTY**

This course is conducted under the University's Ethics Code. Specifically, it is considered cheating if you obtain any kind of information about answers and solutions to the assignments in this course from any non-intended source (including your peers) or conversely transfer such information to others. It is also considered cheating if you lie to me about a class absence or a late assignment. The punishment for academic dishonesty is **failure of the course**. As per university policy, all incidents of academic misconduct must be reported to the Dean of Students office.

**STATEMENT FOR 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 believe you have a disability requiring an accommodation, please contact IU Disability Services for Students.

**DISCLAIMER**

This syllabus is an outline of the course and its policies, which may be changed for reasonable purposes during the semester at the instructor's discretion. You will be notified in class and / or via email if any changes are made to this syllabus, and an updated syllabus will be provided on Oncourse.

## **P199 HOMEWORK ASSIGNMENTS AND DESCRIPTIONS**

### **Communication Worksheet (Required), Due Jan 28<sup>th</sup>**

Complete an online plagiarism assessment and a worksheet pertaining to appropriate and inappropriate communication between students and professors, TAs, lab managers, etc. The full details of this assignment will be discussed in class on Jan 21<sup>st</sup>.

### **MyPlan Self-Assessment, Due Feb 11<sup>th</sup>**

Take personality, skills, interests, and values inventories online at myplan.com and write a brief report about your results. The full details of this assignment will be discussed in class on Feb 4<sup>th</sup>.

### **Career Research Report, Due Feb 25<sup>th</sup>**

Collect information about a career in which you are interested – what are the potential benefits and drawbacks of this career? What does a “day in the life” look like? What training is required? The full details of this assignment will be discussed in class on Feb 11<sup>th</sup>.

### **PBS Research Options Report, Due Mar 11<sup>th</sup>**

Gather information on at least two labs at in the Psychological and Brain Sciences department that interest you – Who runs the labs? Is there a lab manager? What skills would you need to work in the lab? The full details of this assignment will be discussed in class on Feb 25<sup>th</sup>.

### **Internship Opportunities Report, Due Mar 25<sup>th</sup>**

Do research to find three internship experiences (part-time job, volunteer position, or formal internship) that you would consider applying for, either now or in the future. Briefly describe these opportunities and the process required to apply for the position (necessary skills, resume, etc). The full details of this assignment will be discussed in class on Feb. 18<sup>th</sup>.

### **Resume or CV (Required), Due Apr 1<sup>st</sup>**

Create a professional, targeted resume for an internship experience that you would like to pursue, or create a formal CV to begin the process of preparing for graduate school. This assignment will also include a brief report highlighting the shortcomings of your current resume/CV and outlining the steps you could take to strengthen those weaknesses. The full details of this assignment will be discussed in class on Mar. 4<sup>th</sup>.

### **Graduate School Options Report, Due Apr 15<sup>th</sup>**

Do research to find three graduate programs that seem to be a good match to your current career goals. Write a brief report that documents the programs, the faculty members that you might like to work with, the application requirements and deadlines, and other relevant information. The full details of this assignment will be discussed in class on Mar. 25<sup>th</sup>.

### **Advising / CDC Contact Documentation, Due Apr 22<sup>nd</sup>**

Document and summarize two separate contacts with your academic advisor or a career counselor (from the CDC or other career resource). The full details of this assignment will be discussed in class on Feb. 4<sup>th</sup>.

**Informational Interview, Due Apr 22<sup>nd</sup>**

Conduct an interview with a professor or practitioner a field that interests you. The interview will give you more information about your chosen field, and also provides a networking contact to assist you in obtaining an internship experience or job. The full details of this assignment will be discussed in class on Feb. 11<sup>th</sup>.

**Retrospective (Required), Due Apr 29<sup>th</sup>**

This assignment will ask you to review what you have learned in P199 and detail what you plan do to in the future to keep your career development on track. The full details of this assignment will be discussed in class on Mar 25<sup>th</sup>.

## P199 Spring 2014 Schedule

Week	Date	Description	Assignment
1	Jan 14	Introduction	
2	Jan 21	Plagiarism, communication, and other do's and don'ts.	
3	Jan 28	Optimizing your psychology major	<b>Communication (Required)</b>
4	Feb 04	Advising, requirements, and career self-assessment	
5	Feb 11	Career research methods and resources	MyPlan
6	Feb 18	Networking & internship search strategies	
7	Feb 25	Research opportunities in PBS	Career Research
8	Mar 04	Resumes and CVs	
9	Mar 11	Graduate school, part I: preparation	PBS Research
10	Mar 18	Spring Break - No Class	
11	Mar 25	Graduate school, part II: selection and application	Internship
12	Apr 01	Professional guests: clinical graduate schools	<b>Resume (Required)</b>
13	Apr 08	Professional guests: practicing therapists	
14	Apr 15	Professional guests: applied psychology & research	Grad School
15	Apr 22	Professional guests: other	Advising & Info. Interview
16	Apr 29	Course review & course evaluations <b>(Required)</b>	<b>Retrospective (Required)</b>