

## **Careers in Psychology (PSY 217) 1 credit**

*Spring 2009 (W 10:00-10:50 p.m.)*

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Description: This course will provide you with information and skills that will help you develop a portfolio, and select and pursue a career in psychology or a related field. This course should be taken in your sophomore or junior year.

Required Book: Landrum, R. E., & Davis, S. F. (2007). *The Psychology Major: Career Options and Strategies for Success (3<sup>rd</sup> edition)*. Upper Saddle River, NJ: Pearson Prentice Hall.

Required Packet: A packet of materials (handouts, activities, assessments) will be distributed in class. These materials will be 3-hole punched and should be placed in a 3-ring binder to start your portfolio.

Course Objectives: 1) To learn more about oneself and explore career interests, 2) to develop a personal academic/career development plan and portfolio; and 3) to prepare for graduate study and/or employment.

Course Outcomes: 1) Knowledge of career options. 2) Knowledge of one's personality, values, preferences, and interests. 3) Knowledge of resources available for graduate study and job searches. 4) Ability to write personal statements, resumes, etc. clearly and effectively. 5) Ability to assemble portfolio with personal and professional information. 6) Skill to present self effectively in interview situations.

Academic Conduct: All Cedar Crest College students are expected to be familiar with and fully supportive of the college's policy regarding the honor code and academic integrity (e.g., cheating on tests, copying other students' work, plagiarism). Any violation will be dealt with according to CCC procedure. Also, appropriate classroom behavior, free from distraction (e.g., late arrivals, early departures, inappropriate conversation), is expected. Care must be taken to protect the rights of all students and faculty to enjoy a courteous, respectful classroom environment. See CCC's Student Guide for more information regarding the enforcement of these policies. Students with documented disabilities who may need academic accommodations should discuss these needs with me during the first two weeks of class. Students with disabilities who wish to request accommodations should contact the Advising Center.

Psychology Department Attendance Policy: The Psychology Department is committed to the principle that regular and punctual class attendance is essential to the students' optimum learning and successful academic achievement. Regular class attendance is a student obligation, and students are responsible for all work, tests and written assignments. Therefore, students are expected to be present for all class sessions. The Psychology Department's attendance policy recognizes that there will be times when attendance at class is not possible. You may think of the policy as being similar to the

type used in the corporate world where each employee is given a certain number of “personal/sick days.” Based on the number of regularly scheduled class meetings, you will be allowed a certain number of absences (see below) with no consequences, no questions asked. In other words, there is no distinction between excused and unexcused absences. You are of course responsible for anything covered during those missed classes, and for submitting assignments on time, regardless of whether or not you attend. Beyond the allowable number of absences, there are consequences that will adversely impact your grade, much as missing too many days of work can adversely impact your employment status. Above all else, you should carefully consider each decision to not attend class, as once your allotted absences have been used, they are gone. It is important that students arrive for class on time. Late arrivals are very distracting, not only to the instructor, but also to fellow students. Repeated late arrivals are not acceptable and will be addressed on an individual basis. It is each student’s responsibility to understand this policy and to keep track of absences throughout the semester.

Application to this Class: Formal attendance will be taken during all class sessions. This class meets once per week (14 class meetings). As such, you may miss **2 classes** without penalty. If you miss **3 classes**, your final grade (cumulative percentage of points) will be lowered by 5%. That means that if you have earned 84% of the available points in the class, which is a B grade, you would be lowered to 79%, which is a C+. Likewise, if you have earned 77% of the points available, the penalty would take you down to 72%, which is a C-. As a reminder, a C grade (73%) is required in all Psychology courses. If you miss **4 classes**, you will receive a failing grade for the course. If you miss four classes, you have missed approximately 25% of the class meetings.

Assignments: Each week, you will be given one or more assignments for the material covered. The assignments will consist of self-assessment exercises, and preparations for your portfolio. Instructions for each assignment will be distributed in class at the appropriate time. You will receive up to 20 points for each group of satisfactorily completed assignments (i.e., 1 group per week). There are 13 groups of assignments so assignments will be worth a total of 260 points. Late assignments will be penalized 10 points for each day late.

Student Evaluation: Your grade in this course will be based on a total of 260 points, based on the assignments given.

The final letter grade will be assigned according to CCC’s protocol:

A	93.0-100%	C	73.0-76.6%
A-	90.0-92.9%	C-	70.0-72.9%
B+	86.7-89.9%	D+	67.0-69.9%
B	83.4-86.6%	D	66.9-60%
B-	80.0-83.3%	F	below 60%
C+	76.7-79.9%		

Note: You must get a grade of C or better in this course to have the course count for the Psychology major or minor.

**The following is a schedule of the topics to be covered on approximate dates.**

Date	Topic(s)	Readings	Activities and Assignments (dates when assigned)
1/21	Introduction to Course  Putting Together a Portfolio	Chapter 1 Chapter 2	<i>Survey pg. 21</i> <b>Packet Exercises: Lifelong Dreams, 21 things I love to do, talents/skills, &amp; achievements, values, work style preferences</b>
1/28	Guest Lecture by Judi Hampton (Woodrow Wilson Visiting Fellow)  “ <i>Finding the Right Job: Being a Woman in the Workforce</i> ”		<i>Holland’s Interest Inventory</i>
2/4	Why College?  Choosing a Major and Career? Why Psychology? Understanding your interests, skills, values, personality Goal Setting	Chapter 1 Chapter 2	<b>Packet Exercises: lifeline, what roles do I play, goal setting</b>
2/11	What type of Career? Academia, industry, government, social service agencies and nonprofits, Military, book publishing  Various Areas of Psychology	Chapter 2	<b>Packet Exercises:</b> <b>social or consumer</b> <b>experimental, quantitative</b> <b>work (industrial/organizational)</b> <b>developmental</b> <b>school</b> <b>health or sport</b> <b>legal or forensic</b> <b>biopsychology or neuropsychology</b> <b>clinical or counseling</b>
2/18	Making the most of your undergraduate years: Academic Planning  Doing Well in Psychology Classes: Study Tips Get to know your professors Get research and work experience Engage in extracurricular activities	Chapter 11 Chapter 8	<i>Study Skills Checklist pg. 150</i>  <i>Locations for Studying pg. 158</i> <i>Time Management pg. 119</i>  <b>Packet Exercise: Informational Interviewing</b>

	Getting Involved: Internships and Organizations		
2/25	Careers with a Bachelor's Degree in Psychology O*NET	Chapter 3	<i>O*NET assignment pg. 36</i> <b>Packet Exercises: Occupational Outlook Handbook, Internet Career Sites</b>
3/4	Pursuing Bachelor's-Level Options- Finding a Job Networking Cover Letter Thank You Letter Network Letter Job Application	Chapter 4	<i>Job Ad assignment pg. 59</i> <b>Packet Copies: cover letter, thank u letter, network letter, job application</b>
3/11	<b>NO CLASS- SPRING BREAK</b>		
3/18	Pursuing Bachelor's-Level Options Resume References	Chapter 4	<b>Packet Copies: resumes, e-resume</b> <i>1<sup>st</sup> resume and cover letter</i>
3/25	Interview Follow-up and Job Offer		<b>Packet Exercises: tell me about yourself, strengths and weaknesses, behavioral-based questions</b>
4/1	Career Options with a Master's Degree or Doctoral Degree Letters of Recommendation	Chapter 5	<b>Packet Exercise: Checklist: Is an Advanced Career in Psychology for You?</b> <i>Reading APA Monitor Ads pg. 75 Look up programs, and ads in APA and APS New and improved resume and cover letter</i>
4/8	The Graduate Admissions Process Application Process GRE	Chapter 6	<b>Packet exercise: Checklist: Is Graduate School for You?</b> <i>Find 5 programs to apply to Request materials from programs</i>
4/15	The Graduate Admissions Process Essays and Personal Statements Letters of Recommendation Interview	Chapter 6	<i>Letter of Recommendation Assignment pg. 102 Draft of personal statement Write self-recommendation</i>
4/22	Research and Teaching Assistantships  Portfolio Review	Chapter 7	<i>Outside-of-Class Activities Plan pg. 110 Attitudes and Options Assignment pg. 182</i>

4/29	Psychology and Other Options: Nurturing Your Career First Day on the Job	Chapter 13	
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