



## *Course Syllabus*

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### **Course Information**

*Course number:* PSY 3100 Careers in Psychology

*Meeting times:* Wednesday 5:30 – 6:45 pm

*Term:* Fall 2016

*Location:* SSB 3.107 – Seminar Room

### **Professor Contact Information**

*Professor's name:* Mickey Choate, MS, LPC-S

*Phone number:* 972.883.4270

*Email:* [mickey.choate@utdallas.edu](mailto:mickey.choate@utdallas.edu) (NOT through eLearning)

*Office location:* Career Center - SSB 3.300

*Office hours:* Monday – Friday by appointment

*Other information:* The best ways to reach me are direct email or by phone (not through eLearning). Please put the course name in your subject line and include your first and last name in your message.

### **Course Pre-requisites, Co-requisites, and/or Other Restrictions**

There are no pre-requisites, co-requisites, and/or other restrictions. This course is open to students at all academic levels.

**IMPORTANT NOTE:** A great deal of this course involves exploring resources available on the internet. This may not be the course for you if you do not have access to a reasonably fast and reliable internet connection. Students are required to register with the Career Center using CometCareers to access weekly assignment postings. There are also several career exploration programs and employer databases accessed for the class. Students are required to access UTD Library eBooks and Career Center databases through a UTD Net access account.

10 computers with internet access are available for students to use in the Career Center.

### **Course Description**

The primary objective of this one hour credit course is to provide students with assistance in making effective career decisions. This will be accomplished through the use of career assessments, informational interviews, development of a career plan, as well as both practical and theoretical readings and exercises. Students will prepare resumes, develop effective interviewing skills, explore networking, and job search techniques. Course information will be conveyed through readings, homework assignments, internet searches, discussions, guest speakers, in-class exercises, presentations, and group discussions.

### **Student Learning Objectives/Outcomes**

Undergraduate degree program learning goals embedded in this course and the assessment techniques are summarized below:

- Students will be able to write clearly, correctly, and concisely (resumes, cover letters, reaction papers, and final project).
- Students will become proficient in the use of technology (access course materials in

- CometCareers, PowerPoint presentation, and use of internet for research).
- Students will be able to effectively present information through a class presentation (PowerPoint presentation summarizing informational interview).

### **Course Objectives:**

1. **Self-Assessment** – Students will identify personal interests, values, and skills that will assist them with occupational exploration and career development throughout their lives. This includes the completion of formal and informal career assessments and selected computer guidance program modules.
2. **Occupational Exploration** – Students will explore possible career pathways through the collection and analysis of occupational information. Media used for data collection include written material, internet sites, informational interviewing and use of various other resources as identified by the instructor.
3. **Job Search Strategies** – Students will become aware of and learn how to utilize various job search strategies. These strategies will include, but not be limited to, traditional networking, electronic networking, unsolicited inquiry, classifieds, job banks, as well as services provided by the Career Center. Students will develop professional resumes, cover letters, and thank you letters.
4. **Interviewing Approaches** – Students will learn about various interview styles and formats including behavioral and targeted selection interviewing, group interviews, phone interviews, and case interview methods.

### **Course Deliverables**

- Career plan
- Resume, cover letter, and job search correspondence
- Interviewing skills
- Job search skills

### **Required Textbooks and Materials**

- 1) Title: Majoring in PSYCH? Career Options for Psychology Undergraduates  
Authors: Betsy Levonian Morgan & Ann J. Korschgen  
Publisher: Fifth Edition, Copyright 2014, Pearson Education, Inc.  
ISBN-13: 978-0-205-82958-3  
ISBN-10 0-205-82958-9

There are many on-line books and eBooks that will be used during the semester which are easily accessed through the Career Center's site and the McDermott Library. A UTD NetID and Password, along with a UTD email account are required to access the reading material.

**Students are required to create a CometCareers account to access weekly assignment postings.** Go to [www.utdallas/career/](http://www.utdallas/career/) and click on Students/Alumni Login to begin the registration process.

## Additional Resources

The following assessments and computer resources will be provided to you by the Career Center.

### Career Assessments

- Self-Directed Search
- Strong Interest Inventory
- Myers-Briggs Type Indicator

### Employer/Industry Research

- CareerSearch
- Career Insider powered by Vault
- Dallas Business Journal/40 digital weekly papers

### Interview Preparation

- Perfect Interview

### Informal Career Assessments

- Skills Identification Exercise
- Values Clarification Exercise
- Personal Descriptors Exercise

### Occupational Information

- Choices
- The Vocational Biographies
- The Occupational Outlook Handbook
- O\*NET
- Focus 2

## Assignments & Academic Calendar

August 24	First class day
September 7	Last day to drop without a “W”
October 15	Mid-term grades
November 21 – November 26	Fall Break/Thanksgiving – no classes
October 27	Last day to withdraw
December 7	Last class day
December 12 - 17	Commencement Activities
December 22	Final grades must be posted

The Syllabus and Course Outline are intended to be a guideline for the course. I reserve the right to make modifications in the content, schedule and requirements as necessary, to accommodate changing needs during the semester and to promote the best educational experience for all students. Any changes will be communicated in class and on the UTD CareerWorks web site. Please contact me if you have questions about some aspect of course activities or requirements.

**The weekly reading assignments and specific activities will be posted to the CometCareers Resource Library.** Look for the folder labeled *PSY 3100 Careers in Psychology* within the Internship & Career Planning Course Syllabi folder. You will need to create a free CometCareers account by going to [www.utdallas.edu/career/](http://www.utdallas.edu/career/) and click on Students/Alumni Login to begin the registration process.

. You do not need to upload a resume at this time.

## Course Grading:

**A. Class Assignments:** There will be outside and inside class assignments. Weekly assignments will be posted to CometCareers at the appropriate time. Course documents can be printed or saved to your computer. All work must be typed, unless told otherwise, using one-inch margins, double-spaced, with 12 point font. Assignments will be evaluated on content, quality, neatness, punctuation, spelling, grammar, and participation.

### **B. Class Attendance/Participation:**

Attendance and participation is **mandatory** and is factored in as a part of the overall final grade. It is necessary that you attend class since much of this class involves having the benefit

of outside speakers share their experience and knowledge with you. Attendance will be taken at each class meeting.

*Excused absences are those required for UTD sponsored events requiring the sponsor of the event to provide you with a form to give to your professors prior to the event.*

**More than 2 unexcused absences results in failure of the class.** Each unexcused absence will result in the final grade being reduced by 5%.

<b><u>Course Requirements and Grading</u></b>	<b>Points</b>
- <b>Personal Reaction Papers</b>	<b>35%</b>
- <b>Career Center/BBS Sponsored Programs, Final Paper, or Informational Interview Report</b>	<b>30%</b>
- <b>Career Assessments</b>	<b>15%</b>
- <b>Video Summaries</b>	<b>10%</b>
- <b>Quizzes/Class Assignments/Participation</b>	<b>10%</b>
<b>Total</b>	<b>100%</b>

#### **Grading Scale**

<b>97 – 100%</b>	<b>A+</b>
<b>93 – 96%</b>	<b>A</b>
<b>90 – 92%</b>	<b>A-</b>
<b>87 – 89%</b>	<b>B+</b>
<b>83 - 86%</b>	<b>B</b>
<b>80 – 82%</b>	<b>B-</b>
<b>77 – 79%</b>	<b>C+</b>
<b>73 - 76 %</b>	<b>C</b>
<b>70 – 72%</b>	<b>C-</b>
<b>60 – 69%</b>	<b>D</b>
<b>Below 59%</b>	<b>F</b>

***Assignments:** - Below is a brief overview on the basic objectives of each major assignment. More detailed descriptions are posted in UTD CareerWorks.*

#### **Personal Reaction Papers**

Entries will reflect on personal response and analysis of topics and information presented by guest speakers and other topics covered within the class.

#### **Career Center/BBS Sponsored Programs, Final Paper, or Informational Interview Presentation (select one or the three options)**

- A.** Select three Career Center or BBS sponsored programs and write a Personal Reaction Paper summarizing each of your experiences. Address what you will do as a result of what you learned.
- B.** Prepare a three page Final Paper for the course summarizing your final occupation of choice incorporating occupational information, the career assessments, and informational interview.
- C.** Conduct an informational interview with someone in a field you are strongly interested in and write a three page summary of your experience and what you learned.

- D. Let me know if you have an idea about something you would like to do that isn't listed as a choice and we can discuss it.

### **Career Assessments**

The formal assessments include the Strong Interest Inventory, Myers-Briggs Type Indicator and the Self-Directed Search. The informal assessments include various Values, Interests, Personality, and Skills Identification exercise and activities. Each assessment must be completed, scored, and brought to class on the day we will be discussing career assessments to receive full credit.

### **Video Summaries**

There are approximately 20 videos through the Career Center's site on a variety of topics including interviewing, resume writing, job search strategies, writing cover letters, dressing for the interview. Students are required to review any 10 of the videos and prepare a short paragraph summarizing the video. Each video lasts approximately 3 minutes.

### **Quizzes/Class Assignments/Participation**

There are weekly career-related assignments including Skills Identification Chart, Occupational Charts, Graduate School, Resume/Cover Letter Drafts, Sample GRE Assessments, Decision-Making Grid, Personal Statements, etc. These will be assigned at the appropriate time, discussed in class and posted in the Weekly Assignments folder in CometCareers.

### **Course & Instructor Policies**

#### **Late Work:**

*Late work will not be accepted.* Assignments are always due at the beginning of each class with no late work accepted. Please note that doing work for other classes does not constitute a valid reason for not completing assignments. Missing class is not an excuse for failing to turn in homework or assignments. Note the due dates for all assignments posted to CometCareers and plan accordingly in budgeting your time.

#### **Make-up Assignments/Exams:**

In-class work cannot be made up.

#### **Extra Credit:**

There will be no extra credit work.

**Technology Policy – Cell phones must be turned off during class and placed out of site.** You will not need to use a laptop during the class meeting. Surfing the internet during class and presentations is inconsiderate to presenters and will negatively affect your grade.

**Classroom Conduct** – I expect students to be attentive during class. Studying for other classes, reading newspapers, & sleeping will not be tolerated. I expect students to be respectful of the views of others. Common courtesy is appreciated with no name-calling, swearing, or racist/sexist/homophobic statements. If you are having a problem with another student, please discuss it with me.

**Rational for Course Policies** – These policies may seem stricter than normal. Basically, we meet for about one hour, and we have 16 weeks to cover a good amount of material.

### **Good Luck!**

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## **THE UNIVERSITY OF TEXAS AT DALLAS POLICIES AND RULES**

The UT Dallas Syllabus Policies and Procedures are available at

[http://go.utdallas.edu/syllabus-policies.](http://go.utdallas.edu/syllabus-policies)