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**Calumet College**

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*Calumet College of St. Joseph is a Catholic institution of higher learning dedicated to the academic, spiritual and ethical development of undergraduate and graduate students. Informed by the values of its founding religious community, the Missionaries of the Precious Blood (C.P.P.S.), the College promotes the inherent dignity of all people, social justice, an ethic of service, student empowerment, opportunity, and lifelong learning.*

**COURSE SYLLABUS, Fall 2017**

<b>Course: PSY 503</b>
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**Instructor Information:**

<b>Instructor Name</b>	Jennifer Young
<b>Office Number:</b>	179
<b>Phone Number:</b>	219-473-4285
<b>Email:</b>	jyoung@ccsj.edu
<b>Hours Available:</b>	I am in the Tutor Center from 9-1:30 on Monday and Wednesday. I am available by appointment after 1:30 Monday through Thursday and any time on most Fridays or Saturdays with enough notice
<b>Instructor Background:</b>	I have a BA in English and philosophy with a minor in history and a MA in English, all from Purdue Calumet. I have been teaching since my first year in graduate school, and I have been the Learning Community Coordinator at Calumet College of St. Joseph for 4 years. I know that you are busy, I know that the work you do is incredibly important, and I know that people who do what you do well can make huge differences in other people's lives. I am here to help you get the professional communication part of your job down pat so that you have the time to do all the other, much more important stuff.

**Course Information:**

<b>Course Time:</b>	Monday 6-10 PM
<b>Classroom:</b>	261
<b>Prerequisites:</b>	Admission into the MAP program
<b>Required Books and Materials:</b>	American Psychological Association. (2007). <i>Publication Manual of the American Psychological Association</i> . Washington, DC: American Psychological Association. Forsyth, P. (2013). <i>How to Write Reports &amp; Proposals</i> . London: Kogan Page Limited. Wolber, G.J & Carne, W. F. (2002). <i>Writing Psychological Reports: A Guide for Clinicians</i> . United States: Professional Resource Exchange, Inc.

**Learning Outcomes/ Competencies:**

Students in this course will learn and practice the APA documentation style. They will prepare themselves for work in their profession, and that preparation will come from writing exercises typical to a career in psychology.

- The student will become familiar with APA documentation style.
- The student will write various documents appropriate to the field of psychology.
- The student will practice professional presentation styles.
- The student will prepare personal professional documents.

**Course Description:**

Student will be exposed to APA writing style as the usual and customary writing in Psychology and other professions. In addition, the student will be exposed to various consultative practices to include documentation, presentation strategies and peer consultations. Terminal projects will also be discussed.

**Learning Strategies:**

We have a lot to accomplish in a short amount of time, so we will utilize every resource available to us. Some topics will necessitate lecture, but hands-on activities will be used as often as possible. All of our course work and records will be kept in Blackboard.

**Experiential Learning Opportunities:**

Each successful student will leave the course with several pieces of writing that can be used outside of the classroom for professional development.

<b>Assessments:</b>	
<b>Major Assignments:</b>	Resume and Cover Letter            25 points Psychological Report                50 points Research Proposal                    50 points Presentation                            75 points Research Report                       75 points Other assignments as necessary    25 points
<b>Class Participation:</b>	Class participation will be gaged by several markers, including your attendance, your actual participation, and your interactions with the course work and your peers. If you are truly engaged and participating, it will be reflected in your work. Points will not be recorded for participation, but a positive reputation in the area may positively influence a student's final grade.
<b>Grading Scale: A final percentage will be determined by dividing total points earned by total points possible. A letter grade will then be determined by this scale</b> 100 – 92: A      91 – 90: A- 89 – 88: B+     87 – 82: B        81 – 80: B-                    59 and below                F 79 – 78 : C+    77 – 72: C        71 – 70 : C- 69 – 68: D+    67 – 62: D        61 – 60: D-	
<b>Course Schedule:</b>	
<b>Class Date</b>	<b>Assignments</b>
<b>Class Discussion/Activities</b>	
Always check Blackboard. A daily log and assignment resources will be kept there.	

**I will change the Course Schedule and Major Assignments to meet the needs of the class.**

<b>Responsibilities</b>	
<b>Attending Class</b>	<p>You cannot succeed in this class if you do not attend. We believe that intellectual growth and success in higher education occur through interaction in the classroom and laboratories. However, we do not want to penalize students for participating in college-sponsored events. When you miss class because of a college event, you must give notice of your absence in advance, and you are responsible for all missed work. Being absent doesn't excuse you from doing class work; you have <b>more</b> responsibilities to keep up and meet the objectives of this course.</p> <p>This is a short class with a lot of tasks to accomplish. You cannot miss more than 1 class and expect to stay on track. Even missing one would set you back an almost impossible distance. If you miss two classes, I will be forced to record an FW for your final grade. An absence will also be recorded if you are noticeably late or leave before class is dismissed.</p>
<b>Turning In Your Work</b>	<p>You cannot succeed in this class if you do not turn in all your work on the day it is due.</p> <p>All of your final drafts will be submitted through Blackboard as an attachment in their appropriate assignment links. Do not e-mail homework to me – I only grade what shows up in the gradebook. Most of your work will be submitted this way, so make sure you have access to a computer when a due date is approaching.</p> <p>Late work is not accepted simply because it means you are falling behind. Stay on top of your work and meet your deadlines. I understand that you are busy and working and have lives outside of school. I also understand that sometimes things just don't go as planned. To allow for these hurdles, every student may submit one assignment up to 24 hours late without penalty. Once this "do-over" is used, it cannot be used again.</p>
<b>CCSJ Student Honor Code</b>	<p>This course asks students to reaffirm the CCSJ Student Honor Code:</p> <p>I, as a student member of the Calumet College academic community, in accordance with the college's mission and in a spirit of mutual respect, pledge to:</p> <ul style="list-style-type: none"> <li>• Continuously embrace <b>honesty and curiosity</b> in the pursuit of my educational goals;</li> <li>• Avoid all behaviors that could impede or distract from the academic progress of myself or other members of my <b>community</b>;</li> <li>• Do my own work with <b>integrity</b> at all times, in accordance with syllabi, and without giving or receiving inappropriate aid;</li> <li>• Do my utmost to act with commitment, inside and outside of class, to the goals and <b>mission</b> of Calumet College of St. Joseph.</li> </ul>
<b>Using Electronic Devices</b>	<p>Electronic devices can only be used in class for course-related purposes. If you text or access the Internet for other purposes, you may be asked to leave, in which case you will be marked absent. If your use of an electronic device is a distraction to you, your classmates, or me, you will get one request to put it away. Use after that will cause you to be marked absent.</p>
<b>Participating in Class</b>	<p>You must be on time, stay for the whole class and speak up in a way that shows you have done the assigned reading. If you are not prepared for class discussion, you may be asked to leave, in which case you will be marked absent.</p>

<b>Doing Your Own Work</b>	<p>If you turn in work that is not your own, you are subject to judicial review, and these procedures can be found in the College Catalog and the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the College.</p> <p>We will be using the American Psychological Association format to document sources and avoid plagiarism.</p> <p>If you use someone’s work without giving them credit, you are stealing and cheating. The first instance will result in a zero for the assignment and a firm lecture. The second instance will result in an F for the course and a report to the VP for Academic Affairs.</p> <p><b>PLEASE NOTE:</b> All papers will be electronically checked for plagiarism.</p>
<b>Tracking Your Progress</b>	<p>All of your grades will be posted in Blackboard as soon as they are available. You can determine your status at any time by dividing what you have earned by what you could have earned. That will give you a decimal number that can be used to determine your percentage.</p>
<b>Sharing Your Class Experience</b>	<p>At the end of the term, you will have the opportunity to evaluate your classroom experience. These confidential surveys are <i>essential</i> to our ongoing efforts to ensure that you have a great experience that leaves you well prepared for your future. Take the time to complete your course evaluations – we value your feedback!</p>
<b>Withdrawing from Class</b>	<p>After the last day established for class changes has passed (see the College calendar), you may withdraw from a course by following the policy outlined in the CCSJ Course Catalog.</p>

<b>Resources</b>	
<b>Student Success Center:</b>	<p>The Student Success Center provides faculty tutors at all levels to help you master specific subjects and develop effective learning skills. It is open to all students at no charge. You can contact the Student Success Center at 219 473-4287 or stop by the Library.</p>
<b>Disability Services:</b>	<p>Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans with Disabilities Act (ADA) guidelines. If you believe that you need a “reasonable accommodation” because of a disability, contact the Disability Services Coordinator at 219-473-4349.</p>
<b>Student Assistance Program</b>	<p>This free and confidential counseling service is available on-campus to help you deal with personal issues. The counseling office is in Room 301. You can reach them at 219 473-4362 (on campus) or 219-736-4067.</p>
<b>CCSJ Alerts:</b>	<p>Calumet College of St. Joseph’s emergency communications system will tell you about emergencies, weather-related closings, or other incidents via text, email, or voice messages. Please sign up for this important service annually on the College’s website at: <a href="http://www.ccsj.edu/alerts/index.html">http://www.ccsj.edu/alerts/index.html</a>.</p>