



OTRP online

Office of Teaching Resources in Psychology

PSYCHOLOGY 2210 - CAREERS IN PSYCHOLOGY

Instructor: Margaret A. Lloyd, Ph.D.

Office: Carroll 1065

Office Hours: MTWF: 3:00 - 3:50 p.m.
Th: 2:00 - 2:30 p.m.
-and by appointment

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Purpose of the Course: The purpose of this one-credit, required course for psychology majors is to provide you with information and skills that will help you select and pursue a career in psychology or a related field. Course information will be conveyed through lectures, guest speakers, readings, in-class exercises, small group discussions, and written assignments. The course should be taken in your sophomore year. Prerequisite: Introduction to Psychology.

Class Meetings: Tuesdays from 2:00 - 2:50 p.m. in Carroll 2268

Required Course Materials: All course materials are contained in two shrink-wrapped packages that can be purchased from the Bookstore:

Package 1

- Kuther, T. L., & Morgan, R. D. (2004). *Careers in Psychology: Opportunities in a Changing World*. Belmont, CA: Wadsworth.
- Holland, J. L. (latest edition). *Self-Directed Search* materials (Assessment Booklet and Occupations Finder).

Package 2:

- Lloyd, M. A. (latest version). *Course-pack for Careers in Psychology* (a package of hand-outs organized in order of weekly reading assignments)

Course Grading: This course will be graded on a "pass-fail" basis: S(atisfactory) or U(nsatisfactory). To receive a passing grade, you must complete and pass all of the course requirements described below:

Class Attendance/Participation: Attendance at all class meetings is expected; more than two absences from class will result in a "U." *If you are absent on the day of an in-class exercise (see attached "Course Schedule and Outline"), you must obtain the exercise from me, complete it, and submit it no later than the next class meeting to remain in the class.*

Course Assignments (5): All five assignments must be completed and submitted by the deadlines. *If you are absent on the day an assignment is due, please make every effort to submit the assignment on the due date. If this isn't possible, you must submit the assignment by the following*

class meeting to remain in the class.

Course Assignments: Six out-of-class assignments have been designed to help you clarify your future goals and develop the skills necessary to reach your career goals. Course assignments will be evaluated by a check, a check-plus, or a check-minus. The latter "grade" indicates that an assignment has not been completed satisfactorily; revised assignments must be submitted at the beginning of the next class period. Failure to meet these deadlines will result in a grade of "U." This policy applies whether or not you are absent from class on the day an assignment is returned.

Course Assignments: (cont.)

The five course assignments are:

1. Developing an Academic Plan
2. Exploring Your Career Options (*Self-Directed Search*)
3. Conducting an Informational Interview
4. Writing a Résumé and Cover Letter
5. Assembling Your Course Portfolio (see "Course Portfolio" below)

Instructions for each assignment will be distributed in class at the appropriate time. Due dates for these assignments are given in the "Course Schedule and Outline" (attached).

Office Hours: I want you to get as much as you can from this course and also hope that you enjoy it. I'll be happy to talk with you about any course-related issues during my office hours, and if you're not free during that time, we can arrange an appointment for another time. When my office door is open, I'm glad to see you; when my door is closed, it's a signal that I'm not in or prefer not to be disturbed.

Voice-mail and e-mail: You may also contact me by phone at 681-5423 (I have voice mail) and by e-mail: milloyd@georgiasouthern.edu.

Course Portfolio: The course portfolio will be your own personal handbook to help you in your career search after you have completed the course. You will need to purchase a 3-ring binder (if possible, one with pockets) in which to put all your course materials. Bring your portfolio to each class meeting. You must turn in your completed portfolio on the last day of class (it will be returned to you after I have reviewed it). The portfolio must include all your assignments, in-class exercises, hand-outs (most of these will be in the course-pack), class notes, the two SDS pamphlets, and *Careers in Psychology: Opportunities in a Changing World*. Be sure that all course materials are 3-hole punched. Organize your portfolio into four sections and prepare labeled dividers for each section: (1) course information (syllabus, assignments, notes), (2) undergraduate information, (3) career information, and (4) graduate school information. The SDS pamphlets and the APA booklet will fit in the pockets of your binder.

Course Hand-outs: Extra copies of any hand-outs distributed in class (not those in the course-pack) will be stored in the brown envelope labeled "Careers in Psychology" taped to my office door. If you need another copy of the syllabus or an in-class hand-out, you can always get it from this envelope.

Attendance-Related Information: *Attendance at all class sessions is expected; two absences are permitted if they are excused by the instructor (documented medical or school-authorized absences). If you*

are absent from class, you are responsible for submitting assignments that are due, as well as the material covered in class, including any written exercises, by the next class meeting to remain in the class. If you come to class after roll has been taken, it is your responsibility to be sure that you are not marked absent.

Academic Dishonesty: I view academic dishonesty (plagiarism, cheating) as a serious offense. Instances of academic dishonesty will be handled according to the procedures in the Student Conduct Code.

Note: Because of the nature of this course, there will be no final exam.

Course Schedule and Outline

<u>Date</u>	<u>Topic/Assignment</u>
T Aug. 20	INTRODUCTION TO COURSE <ul style="list-style-type: none">-Course goals and requirements-Exercise: Course Goals <u>Assignment:</u> <ul style="list-style-type: none">-Read hand-outs for <u>week 2</u> in course pack-Read <i>Careers in Psychology</i> (paperback), Chapter 1
T Aug. 27	HOW TO BRIDGE THE GAP BETWEEN THE MAJOR AND THE JOB WORLD/GRADUATE SCHOOL <ul style="list-style-type: none">-Academic Planning: Important Considerations-Bridging the Gap Between the Major and the Job World/Graduate School <u>Assignment:</u> <ul style="list-style-type: none">-Review hand-outs for <u>week 3</u> in course pack-Complete Assignment 1 (Academic Plan)
T Sept. 3	MAKING THE MOST OF YOUR UNDERGRADUATE YEARS: ACADEMIC PLANNING <ul style="list-style-type: none">-Due: Assignment 1 (Academic Plan)-Complete Speaker Preferences Sheet-Q&A: Academic Plans <u>Assignment:</u> <ul style="list-style-type: none">-Read hand-out for <u>week 4</u> in course pack (Holland's hexagonal model)-Optional Take-Home Exercise: Plotting Your Projected GPA
T Sept. 10	ENTRY-LEVEL JOBS FOR PSYCHOLOGY MAJORS <ul style="list-style-type: none">-Feedback on Speaker Preferences-Holland's Model of Career Development-“Yes, You <i>Can</i> Get a Job with a Psychology Major” <u>Assignment:</u> <ul style="list-style-type: none">-Complete Assignment 2 (Identifying Career Interests)
T Sept. 17	EXPLORING ABILITIES, INTERESTS, SKILLS, AND VALUES

- Due: **Assignment 2 (Identifying Career Interests)**
- Exercise: Ideal Career
- Exercise: Personal Values

Assignment:

- Read hand-outs for weeks 6 and 7 in course pack

<u>Date</u>	<u>Topic/Assignment</u>
* T Sept. 24	<p>GRADUATE SCHOOL - OPTIONS AND CONSIDERATIONS: I</p> <ul style="list-style-type: none"> -"What's Graduate School Like?" (psychology graduate student) -Educational pathways open to psychology majors <p><u>Assignment:</u></p> <ul style="list-style-type: none"> -Begin working on Assignment 3 (Informational Interview) -Review hand-outs for weeks 6 and 7 in course pack
T Oct. 1	<p>GRADUATE SCHOOL – OPTIONS AND CONSIDERATIONS: II</p> <ul style="list-style-type: none"> -Educational pathways open to psychology majors (cont.) <p><u>Assignment:</u></p> <ul style="list-style-type: none"> -Continue working on Assignment 3 (Informational Interview) -Read hand-outs for <u>weeks 8 and 9</u> in course pack -Read <i>Careers in Psychology</i>, pp. 27-38
T Oct. 8	<p>GRADUATE SCHOOL - THE APPLICATION PROCESS: I</p> <ul style="list-style-type: none"> -What's involved in applying to graduate school? <p><u>Assignment:</u></p> <ul style="list-style-type: none"> -Continue working on Assignment 3 (Informational Interview) -Review hand-outs for weeks 8 and 9 in course pack
T Oct. 15	<p>GRADUATE SCHOOL - THE APPLICATION PROCESS: II</p> <ul style="list-style-type: none"> -What's involved in applying to graduate school? (cont.) -Due: Assignment 3 (Informational Interview) -Brief Reports on Informational Interviews <p><u>Assignment:</u></p> <ul style="list-style-type: none"> -Read <i>Careers in Psychology</i>, Chapters 2-12
T Oct. 22	<p>CAREER OPTIONS FOR PSYCHOLOGY MAJORS: I</p> <ul style="list-style-type: none"> -Speakers: Career options for psychology majors <p><u>Assignment:</u></p> <ul style="list-style-type: none"> -Read <i>Careers in Psychology</i>, Chapters 2-12
T Oct. 29	<p>CAREER OPTIONS FOR PSYCHOLOGY MAJORS: II</p> <ul style="list-style-type: none"> -Speakers: Career options for psychology majors

Assignment:

- Read hand-outs for week 12
- Read *Careers in Psychology*, Chapters 2-12

* Last day to withdraw from class without academic penalty: Wed., Oct. 2

<u>Date</u>	<u>Topic/Assignment</u>
T Nov. 5	PREPARING COVER LETTERS AND RÉSUMÉS; INTERVIEWING TIPS <ul style="list-style-type: none">-Preparing an effective cover letter-Preparing an effective résumé-Interviewing tips <u>Assignment:</u> <ul style="list-style-type: none">-Complete Assignment 4 (Résumé and Cover Letter)
T Nov. 12	CAREER OPTIONS FOR PSYCHOLOGY MAJORS: III <ul style="list-style-type: none">-Due: Assignment 4 (Résumé and Cover Letter)-Speakers: Career options for psychology majors <u>Assignment:</u> <ul style="list-style-type: none">-Read hand-outs for <u>week 14</u>
T Nov. 19	THE JOB SEARCH AND APPLICATION PROCESS <ul style="list-style-type: none">-Departmental and campus resources-Speaker: Careers Services Office <u>Assignment:</u> <ul style="list-style-type: none">-Optional Take-Home Exercise: WWW Resources
T Nov. 26	CAREER OPTIONS FOR PSYCHOLOGY MAJORS: IV <ul style="list-style-type: none">-Speakers: Career options for psychology majors <u>Assignment:</u> <ul style="list-style-type: none">-Complete Assignment 5 (assemble Course Portfolio for submission)
T Dec. 3	COURSE WRAP-UP* <ul style="list-style-type: none">-Due: Assignment 5 (Course Portfolio)

* If your résumé and/or cover letter require additional revisions, they must be submitted to me by 5:00 p.m. on Fri., Dec. 6 (the last day of classes). You may pick up your graded résumé and/or cover letter by noon on Mon., Dec. 9 in the Psychology Department office. *When you pick up your résumé/cover letter, please check to be sure that the assignment has been satisfactorily completed; if additional revisions are needed and are not completed, a grade of "Incomplete" will be assigned.*

NOTE: BECAUSE OF THE NATURE OF THIS COURSE, THERE WILL BE NO FINAL EXAM.