



Instructional Information

	Full name	Office	E-mail address	Office hours
Instructor	Lauren Deaton	HPR 209	ldeaton@uttyler.edu	Tu 2-4p W 11a-1p

Course and Meeting Information

This course is fully in person, and attendance is vital in order to do well in this course. **Class will meet every Monday and Wednesday during the spring semester from 2:00-3:20pm, in the Soules College of Business, Room 111.** The room/time is subject to change based on a variety of factors. Please make sure you are up to date on your email, ie, checking it regularly in order to be aware of any changes.

This course is considered a Psychology Upper division elective. It is not required as part of your Psychology degree.

Course Materials and Resources

Required Textbooks

I am not requiring any textbooks for this course.

Recommended Textbooks

Careers in Psychology: Opportunities in a Changing World

Authors: Tara Kuther and Robert Morgan

ISBN: 9780495600749

Pursuing a Career in Mental Health

Author: Ann Garland

ISBN: 9780197544716

NOTE: A student at UT-Tyler is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer. **Instructor note:** You may also buy older editions of the required textbooks. It is your responsibility to find out which sections are different between editions and to make arrangements for when you need to use a different edition. You may purchase, rent, or borrow any format of the book as well (hard copy, spiral-bound, ebook, audiobook, etc.).

Required Canvas Use

Check the course Canvas page daily: you are responsible for any information I convey through Canvas, UT-Tyler email, or in class, as well as information contained in documents in the “Modules” tab. Pay special attention to the Course Calendar and the Assignments and Activities descriptions. Go to Canvas settings and set up your notifications to “subscribe” to such announcements and comments from me so you will not miss anything. I give feedback on some assignments through the comments feature. You will find those in the same place you submitted

an online assignment on the right-hand side reading “comments.” I often attach drafts of documents here with tracked changes and comments; make sure you know how to view tracked changes and comments in Word if they are not automatically visible for you.

Technology

It is recommended that you have access to a personal computer. With enough “legwork”, you can complete this course utilizing public access computers (libraries, labs, etc.)

You will need to submit some assignments in .doc format. Use of Microsoft Word is strongly encouraged instead of Apple’s Pages, Google Drive documents, or any other programs. If you do not have Microsoft Word, please visit the following page for instructions for how to download it for free: <https://www.uttyler.edu/it/office365/365-proplus-students.php>

E-mail

Please check e-mail and Canvas **daily** on weekdays. Before asking a question via e-mail, always check the syllabus and recent Canvas announcements first. E-mail me using your patriot mail, **NOT** Canvas inbox messaging. I check e-mail 8-5 on weekdays and usually avoid it in the evenings or weekends. I will do my best to return emails within one business day and I expect a similar turnaround time from you. I get hundreds of emails a week. If you have questions concerning this course, please put PSYC 3345 in the subject line.

Course Catalog Description

A survey of the applications of psychology to mental health, human relations, and social services.

Student Learning Outcomes

Content

At the end of this course you should be able to master course content (remembering and understanding) in major areas such as:

1. Students will gain a better understanding of mental health care careers.
2. Students will gain a better understanding of current issues in mental health case management and psychology related careers.
3. Students will learn practical skills needed to be an effective case manager in a mental health/social services setting.
4. Students will be exposed to different types of case management and resources/job opportunities in our community.
5. Students will be able to have a basic understanding of bachelor level careers as well as how to obtain a job in this area.

Course Policies

Contacting Me

Personal meetings. To meet with me, please attend one of my office hours. I will hold office hours virtually each week at the designated time or you can come to my office. Please email me if my office hours do not work and we can schedule another time to meet. You do not

have to attend office hours if you do not need the help. The easiest way to get ahold of me is over email.

Make-up and Late Work

Deadlines and times are firm. Late assignments will not be accepted or awarded any credit.

Structure of Course

This course is in person, so attendance is vital to your success in the course. This class will meet weekly for 2.75 hours. This course is designed to teach students about bachelor level careers that are in the realm of mental health, as well as prepare you for life after your undergraduate education.

Grading

The following table displays the number of points devoted to each type of assignment.

Grade breakdown.

Assignment	Points	Number	Category Total
Resume	100	1	100 (10% of course grade)
Exams	100	2	200 (20% of course grade)
Reflection Short Essay Assignments	20	3	60 (6% of course grade)
Mental Health Agency Assignment (Group Project)	100	1	100 (10% of course grade)
Strengths Based Project	100	1	100 (10% of course grade)
Quizzes	15	2	30 (3% of course grade)
Mock Resume-Cover Letter-Interview Assignment	100	1	100 (10% of course grade)
Participation/ Attendance	50	1	50 (5% of course grade)
Panel Questions	30	2	60 (6% of course grade)
Volunteer	100	1	100 (10% of course grade)
Attend Training	100	1	100 (10% of course grade)
			Total = 1000 points

Final grades:

A=90.0-100%, B=80.0-89.9%, C=70.0-79.9%, D=60-69.9%, F=0-59.9%

I do not round grades. You will have plenty of opportunities to earn points in this course and your final grade is one you earn. The last opportunity to earn points is the final exam day. If you have a concern about a grade at any time, please email me ASAP about your issue and type up the justification (with textbook or other evidence) for why I should count your answer I marked wrong. **Grade change requests without a full paragraph of written justification with evidence will be ignored.**

Extra credit. You may earn extra credit by participating in the following ways:

1. SONA research*—for every hour of SONA research that you complete you will receive 2 extra credit points

2. Exam extra credit—I will have extra credit opportunities built into both exams. You can earn extra credit by answering a difficult question that requires understanding of the coursework that you have learned thus far. If your answer is correct, bonus points will be added to your overall course grade.
3. Meeting w/ Career Success Coach—if you schedule a time to meet with your career success coach and have a mock interview (and have the interview), I will add 10 points of extra credit to your final grade.
4. Future Career Conversation--During the semester, you can schedule a time to meet with me in order to discuss your future career goals. We will discuss your end career goal, the steps it takes to get there, areas for improvement, strengths, etc. This is also a time for me to get to know you so I can learn more about you and potentially be able to write you a letter of recommendation someday. I will add 10 points of extra credit to your final grade, once completed.

*The maximum amount of extra credit that you can receive is 20 points from SONA, or 2% of your overall grade.

Additional extra credit:

Throughout the semester I will start class with an information slide regarding mental health events in the surrounding communities. For each event you attend (and show proof of attendance), I will add 5 points of extra credit to your overall grade.

Assignments:

- 1. Quizzes:** I am using the term quiz lightly here. You will have two quizzes during this course. The first will be over the syllabus, during the first week of class. The second quiz will be on the last week of class, and you will be asked to provide feedback concerning the course and what you learned. These should be “easy” points for you! Both of these quizzes will be administered over canvas.
- 2. Refection Short Essay Assignments:** Throughout the semester, you will be asked to complete 3 short essays that will relate to the topic of that week. Your essay should be at a minimum 500 words. Deadlines will be posted in the class calendar. Topics for each essay will be given in class.
- 3. Strength Based Assignment:** You will complete a basic strength-based skills survey to assess what careers would fit you personally based on your perceived strengths. You will then follow the writing prompt that I give you in your CANVAS course. This assignment should be around 2-3 pages in length. A rubric will be provided on Canvas.
- 4. Mental Health Agency Group Assignment:** You and two of your peers will complete a paper, infographic, and short video for a local mental health agency. A rubric will be provided on Canvas.
- 5. Exams:** You will have 2 exams during this course. Exam #1 will cover weeks 1-6, and exam 2 will cover weeks 7-15. Your final will not be cumulative. Your exams will be in person during the class period. You will not be able to use your notes/book for the exams unless given explicit direction from the professor.

6. **Resume:** You will create a resume for yourself help you become more marketable to your future, possible employers. This should be 1 page in length. A rubric will be provided on Canvas.
7. **Mock Resume-Cover Letter-Experience Assignment:** You will be asked to compare/contrast resumes, cover letters, and experience for two job candidates for a fictional career. You will need to examine materials and explain why one candidate is better for the job/who would you hire?
8. **Participation/Attendance:** You are expected to come to class and participate. I will be taking attendance each class period, and I will excuse 6 missed classes (3 full weeks). I will take attendance at the beginning of each class period. Participation includes things such as engaging with your peers during discussions, staying awake during class, answering questions when asked, writing questions for panels, etc.
9. **Panel Questions:** You will be asked to come to three in-class panels with questions for the panelists written down. At the end of each panel, you will turn in these questions to me for course credit.
10. **Volunteering:** During the semester, I will ask you to complete one volunteer experience. This can be of your choosing. The purpose of this assignment is to “beef up” your resume. The volunteer opportunity must be in person. You can do this individually or in a group.
11. **Attend Training:** During the semester, I will ask you to complete one additional in person or online training. This can be of your choosing. The purpose of this assignment is to “beef up” your resume. You can do this individually or in a group.

University Policies

UT Tyler Honor Code

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

Campus Carry

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>

UT Tyler is a Tobacco-Free University

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors.

Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products.

There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs, please visit www.uttyler.edu/tobacco-free.

Student Rights and Responsibilities

To know and understand the policies that affect your right and responsibilities as a student at UT Tyler, please follow this link: <http://www2.uttyler.edu/wellness/rightsresponsibilities.php>

Grade Replacement/Forgiveness and Census Date Policies

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or

<http://www.uttyler.edu/registrar>. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract. The Census Date is the deadline for any forms and enrollment actions that students need to be aware of. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refund for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (session changes, adding a new class, dropping without a "W" grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions for waivers through Financial Aid.

State-Mandated Course Drop Policy

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date). Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

Disability/Accessibility Services: In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Tyler at Texas offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including non-visible a diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application. The **Student Accessibility and Resources** (SAR) office will contact you when your application has been submitted and an appointment with an Accessibility Case Manager. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.uttyler.edu/disabilityservices>, the SAR office located in the University Center, # 3150 or call 903.566.7079.

Student Absence due to Religious Observance

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

Student Absence for University-Sponsored Events and Activities

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least 2 weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

Social Security and FERPA Statement:

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Emergency Exits and Evacuation:

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

Student Standards of Academic Conduct

Disciplinary proceedings may be initiated against any students who engage in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

(i) "Cheating" includes, but is not limited to:

- Copying from another student's test paper;
- Using during a test, materials not authorized by the person giving the test;
- Failure to comply with instructions given by the person administering the test;
- Possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes." The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
- Using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
- Collaborating with or seeking aid from another student during a test or other assignment without authority;
- Discussing the contents of an examination with another student who will take the examination;
- Divulging the contents of an examination, for the purpose of preserving questions for us by another, when the instructor has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
- Substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
- Paying or offering money or other valuable things to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program, or information about an unadministered test, test key, homework solution or computer program;
- Falsifying research data, laboratory reports, and/or other academic work offered for credit;
- Taking, keeping, misplacing, or damaging the property of U. T. Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and,
- Misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.

(ii) "Plagiarism" includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the submission of it as one's own academic work offered for credit.

(iii) "Collusion" includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignment offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.

(iv) All written work that is submitted will be subject to review by plagiarism software.

College of Education and Psychology Vision and Mission and Program Standards

Vision. The College of Education and Psychology is nationally recognized and respected for its academic programs and opportunities. It is a center of academic excellence, scholarly inquiry, and public service. The College prepares leaders to meet the critical challenges of the 21st Century, to make significant contributions to local and global communities, and to work toward individual and cultural equity.

Mission. The mission of the College of Education and Psychology is to provide a positive environment that fosters the acquisition of knowledge and skills. The mission is individually and collectively realized through a community of scholars that contributes to knowledge through scholarly inquiry; organizes knowledge for application, understanding and communication; and provides leadership and service. Additionally, the College is committed to affirming and promoting global perspectives, cultural diversity, and respect for individual differences as a means of enhancing learning, service, and scholarship.

UT Tyler Resources for Students

- UT Tyler Writing Center (903.565.5995), writingcenter@uttyler.edu
- UT Tyler Tutoring Center (903.565.5964), tutoring@uttyler.edu
- The Mathematics Learning Center, RBN 4021. This is the open-access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.
- UT Tyler Counseling Center (903.566.7254)

Note: this document is subject to change at the discretion of the instructor. Changes will be announced.

PSYC 3345 In-Person Course Calendar

Wk.	Date	Topic	Assignments
1	Monday, January 12	Syllabus Day/Expectations/Welcome	Syllabus Quiz due 1/18
1	Wednesday, January 14	What is Career Applications?	
2	Monday, January 19	No class-Labor Day-University is Closed	
2	Wednesday, January 21	Strengths & Skills, Self-Care	Strength Based Assignment due 1/25
3	Monday, January 26	BA Careers: Clinical & Counseling	
3	Wednesday, January 28	BA Careers: Case Management	
4	Monday, February 2	ABA Therapy Guest Speaker: Rachel Massey, Monarch Prep	
4	Wednesday, February 4	Crisis Work Guest Speaker: Jessica Domingos, The Evie Effect	
5	Monday, February 9	Ethics, Identity, and Professional Growth	
5	Wednesday, February 11	Working w/ Diversity, Anger, and Resistance; Communication Skills	Mental Health Agency Assignment due 2/15
6	Monday, February 16	Case Management Panel Speakers: Andrews Center	Panel Questions #1
6	Wednesday, February 18	N/A	Exam #1 in class
7	Monday, February 23	Psychology & Schools Guest Speaker: Dr. Kendra Bircher	
7	Wednesday, February 25	Guest Lecture: Social Emotional Learning (online, not meeting in class)	Reflective Essay #1 due 3/1
8	Monday, March 2	Psychology & Health Care	
8	Wednesday, March 4	Psychology & Criminal Justice Guest Speaker: TBD	
9	SPRING BREAK! No classes on March 9 and 11		
10	Monday, March 16	Psychology & Business (I/O) Guest Speaker: Suzi Stein, Level Up	
10	Wednesday, March 18	Leadership	Reflective Essay #2 due 3/22
11	Monday, March 23	“Other” BA Careers	
11	Wednesday, March 25	Grad Level Clinical Careers	
12	Monday, March 30	Agency vs. Self-Employment Guest Speaker: Community HealthCore	
12	Wednesday, April 1	Research Opportunities Guest Speaker: TBD	Reflective Essay #3 due 4/5
13	Monday, April 6	Applying to Grad School	
13	Wednesday, April 8	Current Grad School Panel	Panel Questions #2
14	Monday, April 13	How to Stand Out on the Job Hunt Guest Speaker: Josh Deaton	
14	Wednesday, April 15	Professional Communication & Resume Building	*Volunteering/Training due by 4/19 Resume due 4/19
15	Monday, April 20	Review/Work Day	Mock Assignment due 4/26
15	Wednesday, April 22	N/A	Exam #2 in class
16	April 27-May 2; Finals Wk.	N/A	End of the Semester “Quiz” due 5/1