

# PROFESSIONAL DEVELOPMENT IN PSYCHOLOGY (PSY 2023) SPRING 2022

## FULLY ONLINE COURSE (ASYNCHRONOUS)

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## COURSE DESCRIPTION

### Overview

This course will provide students with an overview of the discipline of psychology, including expectations for the psychology major, career options for students completing a bachelor's degree in psychology, and career options for students who pursue a graduate degree in psychology. Skills required for research, writing in the style of the American Psychological Association, professional communication, and professional development will be discussed.

### Student Learning Outcomes

The purpose of this course is to create **FACE-MELTING AND MIND-BLOWING** knowledge and documents you will need for advancing your career.

Upon successful completion of this course the student should be able to:

- 1) Identify myths and strategies for success for the psychology major and psychology as a discipline. This will be assessed by discussion posts and written assignments.
- 2) Describe the psychology degree requirements at UWF. This will be assessed by written assignments.
- 3) Identify the specializations within psychology. This will be assessed by discussion posts and written assignments.
- 4) Describe the career options available to students who complete different levels of training in psychology (i.e., bachelor's degree, master's degree, or doctorate). This will be assessed by discussion posts and written assignments.
- 5) Identify skills and knowledge expected by employers of psychology majors. This will be assessed by quizzes and written assignments.
- 6) Identify skills and knowledge expected of successful applicants to graduate programs in psychology. This will be assessed by discussion posts and written assignments.
- 7) Demonstrate skills in searching the psychological literature for scholarly research and information about a specific research area of interest in psychology. This will be assessed by written assignments.

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- 8) Demonstrate knowledge of APA style writing. This will be assessed by quizzes and written assignments.
- 9) Identify effective learning strategies. This will be assessed by discussion posts.
- 10) Demonstrate professional communication skills. This will be assessed by written assignments.
- 11) Produce (through revision) effective written communications that support author intent and address a specific audience.

### Prerequisites

NONE

### Required Texts

Halonen, J., and Dunn, D. (2019). The Psychology Major's Companion.  
ISBN-10: 1319191479 ([UWF Bookstore](#) or [Amazon.com](#))

### Course Website & Technology Use

This course will require a high level of technology use. Besides checking your university email **at least once a day**, you will need to access Canvas regularly for content and assignments. It is the student's responsibility to stay fully informed about all aspects of the course, so please keep the course schedule readily accessible. You will also need access to a webcam and microphone to be able to record your presentation.

## COURSE REQUIREMENTS

This course consists of 15 weekly units. Each week, you will need to read the required reading and lesson information, as well as complete the assignments (see the course schedule). Your grade will be determined based on online quizzes, discussion posts, and various assignments. All assignments must be submitted via Canvas. No email assignments will be accepted.

### Quizzes

The online quizzes will assess your knowledge of the module material, including the assigned chapter(s) and any content provided in Canvas (e.g., PowerPoints, links, etc.).

You will have unlimited time to answer 10-15 multiple-choice questions. You will only be allowed to take the quiz once.

You are **ENCOURAGED** to use notes and course resources on the quizzes.

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## Discussion Posts

Participation in the discussion forums will be a required assignment for that week. The goal of these posts is to generate a dialogue and for you to share interesting information that you find.

You should post an original response to the prompt and provide meaningful (i.e., more than simply “I agree”) responses to at least 2 classmates. All students will be expected to treat others with respect in the online forums (see the Netiquette section). Discussion post assignments will be assessed using the following rubric:

0 =	Missing
5 =	Inadequate posting.
10 =	Complete post but no meaningful responses to classmates and/or many spelling/grammar/formatting issues.
15 =	Complete post but missing 1 response to classmates and/or minor spelling/grammar/formatting issues.
20 =	Complete post with meaningful responses to classmates, no spelling/grammar errors, and clear/correct formatting.

## Assignments

There are various assignments in this class ranging from 20 - 100 points. These assignments are designed to get you thinking about your career and provide practice on skills that will be required in the major coursework, internships, and job applications.

This class heavily emphasizes quality communication skills, particularly writing skills, and we will talk about the various forms of writing you may do while in school and beyond. All assignments will have a full description and rubric provided in Canvas. Here is a full breakdown of all the assignments:



**Tip for Assignments:** Do not procrastinate on the assignments. Some of them will be very time consuming and will require multiple drafts in order to earn a good grade.



**Rubric Information:** To simplify the rubrics, I've listed the 3 main point categories for each criterion (e.g., 10 points – Exceeds Expectations, 5 Points – Meets Expectations, 0 points – Does Not Meet Expectations.). However, **points will be awarded in between categories**. For example, if you meet most of the 10 point category but need more refinement, you may get 8 points.

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## ePortfolio Assignment

ePortfolios are a digital, web-based collection of student-generated work and learning artifacts. Your ePortfolio will showcase the following assignments:

- Professional Headshot
- Professional Background Photo
- Publication Critique
- Degree Plan
- Resume
- Research Proposal
- Research Proposal Presentation

The ePortfolio project will be evaluated by the instructor. Models of successful portfolios are available in the assignment description.

## LinkedIn Assignment (BONUS)

LinkedIn is a free business and employment-oriented online service. It is a professional networking website. Many people on the job market (myself included) have found job opportunities and gained employment through LinkedIn. Your LinkedIn will showcase the following assignments:

- Professional Headshot
- Professional Background Photo
- About
- Experience
- Education
- Licensures and Certifications (if applicable)
- Accomplishments

The LinkedIn Assignment will be evaluated by the instructor. Models of successful profiles are available in the assignment description.

**Assignment Values**

Assignment	Components	Total %
Quizzes	2	15
Discussion Posts	5	10
Career Readiness Assignments	7	50
Research Readiness	6	25
Total Percentage		100

**Grading Scale**

Percent*	Letter Grade
92% +	A
90-91.99%	A-
87-89.99%	B+
82-86.99%	B
80-81.99%	B-
77-79.99%	C+
72-76.99%	C
70-71.99%	C-
65-69.99%	D+
60-64.99%	D
60% and below	F

To determine your grade in the class, simply take your current points total and divide it by the total number of points available so far in the class and multiple by 100. Compare your percentage with the table above. Do not solely rely on Canvas to automatically calculate grade.

**Late Work**

You are responsible for accessing all components of the course, being fully informed about all the requirements, following the course schedule, and completing the unit assignments by the posted deadlines. **LATE ASSIGNMENTS WILL HAVE A 10% DEDUCTION PER DAY LATE.** You are responsible for monitoring the closing dates and times for all quizzes, discussions, and assignments.

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To avoid any last-minute hang ups, you should plan on submitting your assignments at least 24 hours prior to the deadline. This gives you a back-up plan if you have problems submitting. Any technical problems you encounter should be directed to the ITS help desk ([helpdesk@uwf.edu](mailto:helpdesk@uwf.edu)).

## COURSE POLICIES

### Availability

What is an adjunct professor? Basically, it means that I teach at the higher-ed level, but it isn't my full-time job. This affects you because it means that I will not always be available during 9 am – 5 pm CST business hours. During the semester, e-mail is the best way to reach me. I try to respond within 24 hours (Monday through Friday).

### Online Communication & Netiquette

On some weeks, we will have an online discussion question that you will need to address. You will also have to respond to some of your peers' posts. It is expected that you will reply to your peers in a meaningful manner (e.g., something more than "I like that idea" or "good job!"). When writing a meaningful response, imagine you are the professor/educator. What response would help your peer consider a different perspective?

Use the discussions as an opportunity to engage your peers! You never know who will be hiring you for your future position (more on this later). I will address common themes and concerns in video format each week.

Remember that sarcasm and humor do not translate well to online communication. Always treat your classmates with respect! Read more on appropriate online communication in the Netiquette section.

### Course Withdrawal

Students should review the university policy on [course withdrawal](#). Withdrawal from a course after the posted deadline requires approval of the student's academic advisor, course instructor, department chairperson, and the Academic Appeals committee. Requests for late withdrawals may be approved only under unusual circumstances, which must be documented, such as a death in the immediate family, serious illness of the student or an immediate family member, call to military service or National Guard duty.

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## University Policy on Academic Conduct

On becoming a student at UWF you pledged to the following:

As members of the University of West Florida academic community, we commit ourselves to honesty. As we strive for excellence in performance, integrity—both personal and institutional—is our most precious asset. Honesty in our academic work is vital, and we will not knowingly act in ways which erode that integrity. Accordingly, we pledge not to cheat, nor to tolerate cheating, nor to plagiarize the work of others. See the [Student Handbook](#).

**Any instance of violating the university policy on academic conduct will lead to a grade of zero for the quiz or assignment as the minimum penalty.** See policy [here](#).

Depending on the severity of the violation, the penalties could be greater including getting an F for the course as well as expulsion from the university. Review the library's [tutorial](#) on plagiarism.

## Turnitin

UWF maintains a university license agreement for an online text matching service called Turnitin. At my discretion, I may use the Turnitin service to evaluate the originality of student work. I may employ other services and techniques to evaluate your work for evidence of appropriate authorship practices as needed.

## Technology

Since this is a fully online course, it requires heavy use of technology. This includes using e-mail and word processing programs and you will need access to Canvas to take the course. **Do not attempt to take this course on a cell phone or tablet.**

Any issues with Canvas technology should be directed to the ITS HelpDesk ([helpdesk@uwf.edu](mailto:helpdesk@uwf.edu)). Some assignments will be submitted in Microsoft Word format. **Do not turn in using Pages - please convert to Word.** If you do not have access to Microsoft Word, you can access it remotely via eDesktop in myUWF (search for eDesktop in myUWF to locate the software).

## Student Accessibility Resources (SAR)

The University of West Florida supports an inclusive learning environment for all students. If there are aspects of the instruction or design of any course that hinders your full participation, such as time-limited exams, inaccessible web content, or the use of non-captioned videos and podcasts, reasonable accommodations can be arranged. Prior to receiving accommodations, you must register with [SAR](#). Appropriate academic accommodations will be determined based on the documented needs of the individual. For information regarding the registration process, email [sar@uwf.edu](mailto:sar@uwf.edu) or call 850.474.2387.

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## Emergency Weather & Illness Contingency Plans

With an approaching storm, the university will announce its plans for closure, due to the potential for a hurricane to impact the Pensacola area. Decisions regarding closure of the university will be made as the track of the storm becomes more apparent.

Please pay careful attention to the UWF announcements on the university website or on WUWF 88.1 FM radio. For additional information about the university and its hurricane preparations, refer to the information posted by the [Office of Environmental Health and Safety](#).

In the event of a school closure, the syllabus will be amended and announced in class.

If you are experiencing a **prolonged** illness, please contact me to work on a solution for the course.

I will communicate any instructor illnesses and provide a plan for alternate instruction.

## Tips for Success

### General Tips



**Read the syllabus.** The majority of questions about the course can be answered by reading the syllabus. If you have a question for me, check the syllabus first.



**Use the Canvas calendar.** This tool helps you stay on top of assignments each week, so you don't miss any deadlines.



**Participate.** Active learning = better learning. Actively participate in the online course.



**Read the textbook.** This book has invaluable information (written by an incredible UWF Department of Psychology professor) that will help you be a successful psychologist. Use it FOREVER!



**Please communicate with me!** My passion is helping and mentoring the next generation of psychologists/neuroscientists. If any of the material or assignments are confusing please email me so I can help you navigate the material in a manner that works for you.



### TENTATIVE COURSE SCHEDULE

Week	Dates	Readings	Assignments
<p><u>Module 1</u> Course Information &amp; Introduction</p>	<p>Opens: 1/10 @ 12:00 am Closes: 1/18 @ 5:00 pm</p>	<ul style="list-style-type: none"> <li>Syllabus</li> <li>Netiquette Information</li> <li>Tips for Online Learning</li> <li>UWF Library Plagiarism Tutorial (Academic Integrity, Avoiding Plagiarism, &amp; APA Style Videos)</li> <li>D &amp; H: Chapter 1</li> </ul>	<ul style="list-style-type: none"> <li>Intro Discussion Questions (<b>DUE FRIDAY BY 5 PM FOR ENROLLMENT VERIFICATION</b>)</li> </ul>
<p><u>Module 2</u> YOU and the Psychology Major</p>	<p>Opens: 1/18 @ 12:00 am Closes: 1/31 @ 5:00 pm</p>	<ul style="list-style-type: none"> <li>D &amp; H: Chapters 2 &amp; 3</li> <li>Module 2 Content Pages &amp; Links</li> </ul>	<ul style="list-style-type: none"> <li>My Career Shines (Due 1/31)</li> </ul>
<p><u>Module 3</u> Careers in Psychology</p>	<p>Opens: 1/25 @ 12:00 am Closes: 2/7 @ 5:00 pm</p>	<ul style="list-style-type: none"> <li>D &amp; H: Chapter 5</li> <li>Module 3 Content Pages &amp; Links</li> </ul>	<p>Discussion: Strategies for Academic Success (Due 2/7)</p>
<p><u>Module 4</u> Success in Psychology</p>	<p>Opens: 2/1 @ 12:00 am Closes: 2/14 @ 5:00 pm</p>	<ul style="list-style-type: none"> <li>D &amp; H: Chapters 8 (pg. 134-135)</li> </ul>	<ul style="list-style-type: none"> <li>Assignment: Research Proposal Assignment #1 (2/14)</li> </ul>
<p><u>Module 5</u> ePortfolios</p>	<p>Opens: 2/8 @ 12:00 am Closes: 2/21 @ 5:00 pm</p>	<ul style="list-style-type: none"> <li>D &amp; H: Chapter 7 (pg. 107 – 122 until <i>Writing About Psychology</i>)</li> <li>Ten Simple Rules for Reading a Journal Article</li> <li>The Anatomy of a Peer-Reviewed Paper</li> <li>Library Research &amp; Resource Tips</li> </ul>	<ul style="list-style-type: none"> <li>Assignment: Research Proposal Assignment #1 (2/21)</li> <li>Research Proposal Final (Due 5/2)</li> </ul>

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<u>Module 6</u> Research Basics	Opens: 2/15 @ 12:00 am Closes: 2/28 @ 5:00 pm	<ul style="list-style-type: none"> <li>Module 6 Content Pages &amp; Links</li> </ul>	<ul style="list-style-type: none"> <li>Quiz: Writing Well (Due 2/28)</li> <li>Quiz: APA Style (Due 2/28)</li> <li>Assignment: APA (Due 2/28)</li> </ul>
<u>Module 7</u> Introduction to APA	Opens: 2/22 @ 12:00 am Closes: 3/7 @ 5:00 pm	<ul style="list-style-type: none"> <li>Module 7 Content Pages &amp; Links</li> </ul>	<ul style="list-style-type: none"> <li>Assignment: Critical Review Assignment (Due 3/7)</li> </ul>
<u>Module 8</u> Degree Planning	Opens: 3/1 @ 12:00 am Closes: 3/21 @ 5:00 pm	<ul style="list-style-type: none"> <li>Module 8 Content Pages &amp; Links</li> </ul>	<ul style="list-style-type: none"> <li>Assignment: My Degree Plan (Due 3/21)</li> </ul>
<u>Module 9</u> Academic Writing and Research Skills	Opens: 3/8 @ 12:00 am Closes: 3/21 @ 5:00 pm	<ul style="list-style-type: none"> <li>D &amp; H: Chapters 2, 3, and 9</li> <li>Is Psychology Right for You?</li> <li>O*Net Interest Profiler</li> <li>Top Ten Reasons to Major in Psychology</li> <li>APA Careers in Psychology Guide</li> <li>Handshake @ UWF</li> <li>Job Search Resources and Websites</li> </ul>	<ul style="list-style-type: none"> <li>Assignment: Research Proposal Rough Draft Assignment #2 (Due 3/21)</li> <li>Assignment: Rough Draft Resume Assignment #1 (Due 3/21)</li> <li>Assignment: Spectacular Final Resume (Due 5/2)</li> </ul>
<u>Module 10</u> Public Speaking and Presenting	Opens: 3/22 @ 12:01 am Closes: 4/4 @ 5:00 pm	<ul style="list-style-type: none"> <li>D &amp; H: Ch. 10 (pg. 169 – 176)</li> <li>E-Portfolios and Their Uses in Higher Education</li> <li>The Benefits of ePortfolios for Students and Faculty in Their Own Words</li> <li>7 LinkedIn Hacks that Get Anyone Hired</li> <li>10 LinkedIn Tips for Students &amp; New Grads</li> </ul>	<ul style="list-style-type: none"> <li>Assignment: Rough Draft Resume Assignment #1 (Due 4/4)</li> <li>Assignment: ePortfolio (Due 4/4)</li> <li>LinkedIn Assignment (Due 5/2)</li> </ul>

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		<ul style="list-style-type: none"> <li>Module 10 Content and Pages</li> </ul>	
<p><u>Module 11</u> Career Skills</p>	<p>Opens: 3/29 @ 12:00 am Closes: 4/11 @ 5:00 pm</p>	<ul style="list-style-type: none"> <li>D &amp; H: Ch. 10 (pg. 177 – 183)</li> <li>The Informational Interview</li> <li>Six Steps to Informational Interviewing</li> <li>Module 11 Content Pages &amp; Links</li> </ul>	<ul style="list-style-type: none"> <li>Assignment: Mock Interview Assignment (Due 4/11)</li> </ul>
<p><u>Module 12</u> Applying to Graduate School &amp; Jobs with a Graduate Degree</p>	<p>Opens: 4/5 @ 12:00 am Closes: 4/18 @ 5:00 pm</p>	<ul style="list-style-type: none"> <li>D &amp; H: Ch. 11 – 12</li> <li>Module 12 Content Pages &amp; Links</li> <li>Guide to Graduate Admissions</li> </ul>	<ul style="list-style-type: none"> <li>Discussion: UWF Psychology Instructor Chat (Due 4/18)</li> </ul>
<p><u>Module 13</u> Powerful Presenting Skills</p>	<p>Opens: 4/12 @ 12:00 am Closes: 4/25 @ 5:00 pm</p>	<ul style="list-style-type: none"> <li>Module 12 Content Pages &amp; Links</li> <li>Presentation Resources</li> <li>Speaking Toolbox</li> </ul>	<ul style="list-style-type: none"> <li>Assignment: Research Proposal Presentation</li> </ul>
<p><u>Module 14 &amp; 15</u> The Deadlines Are Near</p>	<p>Opens: 4/19 @ 12:00 am Closes: 5/2 @ 5:00 pm</p>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Spectacular Final Resume (Due 5/2)</li> <li>Research Proposal Final (Due 5/2)</li> <li>ePortfolio Assignment (Due 5/2)</li> <li>LinkedIn Assignment (Due 5/2)</li> <li>End of Semester Reflection (Due 5/2)</li> <li>Peer Assessment Survey for Group Work (Due 5/2)</li> </ul>

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