Instructor Information

Instructor
Nicolette P. Hass, Ph.D.

Campus Office Number
Life Science Building Room 308

Office Telephone Number
(817) 272-5480

Email Address
nphass@uta.edu (The best way to contact me is by email)

Faculty Profile
https://mentis.uta.edu/explore/profile/nicolette-hass

Office Hours
Thursdays 2:00 p.m. to 4:00 p.m.

Course Information

Section Information
PSYC 5127-001

Time and Place of Class Meetings
This is an online synchronous class meaning that it will be conducted 100% online with live sessions held (as noted on the Course Outline) on Wednesdays from 1:30 p.m. to 2:20 p.m. Class meetings will begin on January 20, 2021 and end on April 28, 2021.

Description of Course Content
The purpose of this course is to provide students a forum to share and self-reflect on their academic and real-world experiences in order to continue with their development as I/O professionals. The act of reflection has been supported in the research as one of the best ways to learn. Meaningful reflection helps to make sense of what one learns from experience and can enhance overall personal and professional mastery. Outcomes related to the reflective process include a better understanding of new perspectives and experiences, more meaningful changes in self behavior, and a higher commitment toward obtaining goals.

Student Learning Outcomes
Upon successful completion of this course, students will be able to:
1. Critique their evolving attitudes, values, beliefs and behaviors.
2. Learn about and evaluate new perspectives through self and others’ accounts.
3. Reflect on their professional and scholastic experiences and assess their growth.
4. Continue to refine their communication and professional skills.

Course Materials
- Reading materials as assigned
Technology Requirements

- Computer or laptop with microphone and embedded camera or webcam
- Canvas
- Microsoft Teams

Live lectures will take place in Microsoft Teams. It is recommended to download Teams and join with the program instead of joining via browser. To join a Teams meeting, view these Join a Meeting Instructions. Other tutorials you may find helpful:

- Using video in Microsoft Teams
- Change your video background
- Share content
- Raise your hand
- Manage audio settings

Please consider a test run of your audio and video capabilities. On the days you attend class, you must have your video turned on.

Descriptions of Major Assignments

There are several assignments required of students in this course:

I. Professional Materials
   a) Résumé assignment
      o Students will analyze and compare their current résumé with their résumé from Spring 2020.
      o Students will write a two-page summary that reports on their growth, professional/academic experiences, the progress made during the past year, etc. A separate title page with your name on it and the title of your assignment is also required (please also submit both résumés).
      o The summary should be submitted in .doc or .docx format, double-spaced with one-inch margins, using 11-pt. Calibri or New Times Roman black font. Points will be deducted for not following these requirements.
   b) Professional Wish List assignment
      o Students will develop a new list of their most important job characteristics (rated or ranked on importance) and will compare it with last year’s list.
      o A two-page summary that analyzes and describes what has changed, what has stayed the same, and why, will be submitted by the due date. A separate title page with your name on it and the title of your assignment is also required (please also submit both Wish lists).
      o The summary should be submitted in .doc or .docx format, double-spaced with one-inch margins, using 11-pt. Calibri or New Times Roman black font. Points will be deducted for not following these requirements.
   c) Updated Professional Activity Summary
      o Students will update their Professional Activity Summary by adding new activities to last year’s Summary.
      o Recall the Summary is a list of projects, activities, and experiences encountered during graduate school and should include all classroom projects (i.e., all projects in psychology courses and courses from other departments).
      o The list should include a short description of each project or activity, as well as the KSAOs that were developed and/or strengthened by that event. Technical skills and abilities developed during the project, such as job analysis or quantitative skills, and non-technical KSAOs, such as adaptability or time management, should be included.
Grading of these three assignments will be based on your ability to demonstrate quality and thoroughness in the following areas, as relevant to each assignment:

1. Clear indications of growth and learning
2. Thoughtful introspection on how you have developed
3. Reflections about what has changed and what has stayed the same

The above assignments should be emailed to nphass@uta.edu by the due date noted on the Course Outline.

II. The Internship Log

For students who are currently interning or who obtain an internship during the semester, a daily log of internship hours where you track your activities is due **every Friday** until your 400 hours are achieved. The log should be structured and completed per the instructions (1) noted on the Spring 2020 Syllabus, (2) given during class Spring 2020, and (3) emailed throughout Summer 2020.

A mandatory class refresher will be held that instructs students on proper log entry (see Course Outline at the end of this document). All students who are still working on completing their 400 hours must attend this session.

Grading of the Internship Log will be based on the:

1. Correct structure of the log
2. Thoroughness of the log entries
3. Timeliness of the weekly log submissions

III. Internship Sharing Sessions

Data from student internship logs indicate that students are working on or have worked on many interesting projects. Therefore, students will alternate presenting a current or former internship project. Students without internship experience can present on the way in which they are searching for an internship or on any relevant project they have participated in during their tenure in the Program. Presentations should be 15 minutes in length. A Q&A session will follow where students in attendance will actively participate in asking questions, providing advice, comparing similar experiences, etc. This will count toward the students’ participation grade.

A sign-up sheet will be available on Teams for students to choose one date during the semester to present. Students will also be required to sign up for and attend one additional sharing session. Although it is not mandatory to attend all sessions, I encourage students to do so in order to learn more about the experiences of your peers. Learning from them could provide you with useful insights on how to approach work projects in the future.

IV. Video-Recorded Internship Experience Presentation

All students who have had internships or who are currently interning will video record a presentation that is at least 20 minutes in length, including PowerPoint, describing their internship experience(s). A written document is not required. You can record a video directly on Canvas Studio or by using PPT to record yourself and your presentation then uploading it onto Studio. Other video recording formats that have the capability of recording you and your PPT are also acceptable; however, to be sure the format is Canvas-friendly, make sure to review your video on Canvas once it has been uploaded. If I am unable to access/view the video, you will have to find another format and redo your presentation. The video presentation should represent the entire journey as an intern and should include (but should not be limited to):

a) Your thoughts and expectations of securing an internship (reservations, excitement, etc.)

b) The beginning of your search (where you searched, the companies you contacted, how you networked/who you networked with, etc.)

c) Acquiring an internship (the selection process, interviews, testing, etc.)
d) Greatest challenges and accomplishments during the internship

e) Your current status (e.g., what happened after 400 hours were achieved, your continued search for additional opportunities, your career search)

f) Lessons learned and best practices relevant to the internship experience

Grading will be based on:
1. Thoroughness of the information (see a-f above)
2. Creativity (should keep a listener interested and engaged)
3. Relevance of the information (helpfulness of the information to relevant others)
4. Clarity of the presentation (should make sense and flow well)
5. Your ability to professionally present the information (professional demeanor, attire, articulation)

Note: Your internship experiences are valuable not only to your growth as upcoming I/O professionals but also to the growth and development of future students in our Program. Learning about and understanding the real-world aspects of the internship becomes even more salient when the instruction is provided by the interns themselves. Therefore, a Release Form will be provided to those students who wish to give their written permission for the Program to share their video with future I/O MS students.

V. Video-Recorded 3- to 5-Minute Drill
Similar to last year, but in video format, you will prepare a verbal summary that succinctly describes yourself in three but no more than five minutes (no PowerPoint). You will record and submit this assignment directly in Canvas via Assignments. The summary should address your background, your professional interests, and what employers can expect from you. The summary can be tailored to either a post-graduation position or an internship. A written document is not required. The following questions can serve as a guide when developing your summary:

a) What sets you apart from someone else?

b) Why should an organization hire you versus your peer?

c) What are your key strengths?

d) What adjectives come to mind when describing yourself?

e) What is it you are trying to “sell” or let others know about you?

f) What are the main contributions you can make?

g) What benefits can you bring to a prospective employer?

Grading will be based on your ability to:
1. Describe yourself, your background, and your professional interests
2. Clearly explain what organizations can expect from you (e.g., see a-g above)
3. Articulate smoothly and professionally (minimal use of “ums,” “like”, etc.)

Note: This video will not be shared and will be used only by the instructor to assess student performance.

VI. Participation
On meeting days, students are expected to be prepared for class discussion and interactions. As noted, specific participation instructions are provided in this syllabus, and will also be provided prior to meeting days as necessary and as dictated by the Course Outline.

Attendance
At The University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator of student success. Each faculty member is free to develop his or her own methods of evaluating students’ academic performance, which includes establishing course-specific policies on attendance.
For this course, on the days when you are required to attend class, attendance is mandatory and promptness is expected. Participation points will be deducted for missing a required class day. This pertains to any reason for missing a required class day including job-related reasons or any other reason. Only under extraordinary circumstances will the student be considered excused for missing a required class day and official written documentation will be required (examples of extraordinary circumstances include personal illness or injury accident, incarceration, call to active military duty or other extraordinary circumstances as determined by the instructor). Participation points will also be deducted for late arrivals (late = any time after 1:30 p.m. on a required class day).

While UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients “begin attendance in a course.” UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report must the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Canvas. This date is reported to the Department of Education for federal financial aid recipients.

Grading Information

Grading
Grades will be computed as follows:

- Résumé assignment (25pts) = 10% of final grade
- Professional Wish List assignment (25pts)
- Professional Activity Summary (40pts) = 15% of final grade
- Internship Log (40pts)
- Participation (50pts) = 35% of final grade
- Internship Sharing Sessions (60pts) = 40% of final grade
- Video-Recorded 3- to 5-Minute Drill (60pts)
- Video-Recorded Internship Experience (100pts)

Grade Grievances
Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current University Catalog (see Graduate Grading Policies; Student Complaints) and as referenced in the Psychology department’s current Graduate Student Handbook.

Additional Course Information

Field Internship Requirement
Students must complete 400 hours of internship as part of the requirements of the I/O Psychology MS degree. Students not completing their internship hours by the end of the semester will receive an “I” for this course.

Students who are considered in good standing in the program (i.e., not on academic probation) are eligible to obtain an internship. Students are expected to find their own internship opportunities. The internship instructor will provide students with available information regarding internship opportunities; however, it is the student’s responsibility to secure his/her own internship experience(s). Paid internships are, of course, preferred but not required.
Student interns should be involved in I/O-related activities (e.g., job analysis, recruiting, job evaluation and compensation, test validation, assessment and reporting, employee opinion survey analysis and feedback, focus groups, training development or conducting training, performance evaluation programs, succession planning, data science). The student must meet with the internship instructor to discuss the internship position and ensure it meets the internship instructor’s expectations and the Program’s requirements before a position is considered an internship. The internship instructor must approve each internship experience in advance for the student to receive internship credit. A Notification of Internship form (on Canvas) must be completed and turned in to the instructor prior to the student accumulating internship hours. Credit will not be given for previous work experiences.

Communication
When communicating with faculty members and other professionals, all students are expected to communicate in a professional and formal manner regardless of the media (phone, e-mail, face-to-face, etc.). This includes addressing one’s audience using his/her proper title, using proper grammar, and using proper spelling. How one delivers a message is often as important as the message itself. Thus, I expect students to communicate professionally when communicating with me. This includes, but is not limited to, using proper greetings and an appropriate tone. Communications deemed inappropriate will not receive a response.

Electronic Mail
UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact University-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for regularly checking the inbox. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at http://www.uta.edu/oit/cs/email/mavmail.php.

This instructor will use your UT Arlington student e-mail account for official communication regarding this course. Class announcements will also be posted on the Canvas system. I will respond to emails and other messages within 24-48 hours, except for weekends and holidays. My expectation is that you will also respond promptly to my communications.

Institution Information
UTA students are encouraged to review the below institutional policies and informational sections and reach out to the specific office with any questions. To view this institutional information, please visit the Institutional Information page (https://resources.uta.edu/provost/course-related-info/institutional-policies.php) which includes the following policies among others:

- Drop Policy
- Disability Accommodations
- Title IX Policy
- Academic Integrity
- Student Feedback Survey
- Final Exam Schedule

Mandatory Face Covering Policy
All students and instructional staff are required to wear facial coverings while they are on campus, inside buildings and classrooms. Students that fail to comply with the facial covering requirement will be asked to leave the class session. If students need masks, they may obtain them at the Central Library, the E.H. Hereford University Center’s front desk or in their department. Students who refuse to wear a facial
covering in class will be asked to leave the session by the instructor, and, if the student refuses to leave, they may be reported to UTA’s Office of Student Conduct.

**Student Success Programs**

UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring by appointment, drop-in tutoring, etutoring, supplemental instruction, mentoring (time management, study skills, etc.), success coaching, TRIO Student Support Services, and student success workshops. For additional information, please email resources@uta.edu, or view the Maverick Resources website.

**The IDEAS Center (2nd Floor of Central Library)**

FREE tutoring and mentoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. Students can drop in or check the schedule of available peer tutors at www.uta.edu/IDEAS, or call (817) 272-6593.

**The English Writing Center (411LIBR)**

The Writing Center offers FREE tutoring in 15-, 30-, 45-, and 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Register and make appointments online at the Writing Center (https://uta.mywconline.com). Classroom visits, workshops, and specialized services for graduate students and faculty are also available. Please see Writing Center: OWL for detailed information on all our programs and services.

**Library Information**

**Librarian to Contact**

Laura N. Haygood is the librarian assigned specifically to assist students and faculty in the Psychology department. She can be reached at laura.haygood@uta.edu. You will find useful research information for psychology at http://libguides.uta.edu/psychology.

**Research or General Library Help**

Ask for Help

- Academic Plaza Consultation Services (library.uta.edu/academic-plaza)
- Ask Us (ask.uta.edu/)
- Research Coaches (http://libguides.uta.edu/researchcoach)

Resources

- Library Tutorials (library.uta.edu/how-to)
- Subject and Course Research Guides (libguides.uta.edu)
- Librarians by Subject (library.uta.edu/subject-librarians)
- A to Z List of Library Databases (libguides.uta.edu/az.php)
- Course Reserves (https://uta.summon.serialssolutions.com/#/course_reserves)
- Study Room Reservations (openroom.uta.edu/)

**Emergency Phone Numbers**

In case of an on-campus emergency, call the UT Arlington Police Department at 817-272-3003 (non-campus phone), 2-3003 (campus phone). You may also dial 911. Non-emergency number 817-272-3381

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As the instructor of this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled. Dr. Nicolette Hass

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<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Notes</th>
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<tbody>
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<td>Jan. 20</td>
<td>• Introduction to the course</td>
<td></td>
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<tr>
<td>Jan. 27</td>
<td>• Internship Logs</td>
<td>Mandatory attendance requirements: Students who have not completed 400 hours</td>
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<tr>
<td>Feb. 3</td>
<td>• Video-recording training</td>
<td>Optional attendance requirements: Students who need assistance with their recording assignments</td>
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<tr>
<td>Feb. 17</td>
<td></td>
<td>No class meeting</td>
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<tr>
<td>Feb. 24</td>
<td>• Internship Share Session</td>
<td>Résumé assignment due</td>
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<tr>
<td>Mar. 3</td>
<td>• Internship Share Session</td>
<td>Professional Wish List assignment due</td>
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<tr>
<td>Mar. 10</td>
<td>• Internship Share Session</td>
<td>Updated Professional Activity Summary due</td>
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<td>Mar. 17</td>
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<td>Spring Vacation</td>
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<tr>
<td>Mar. 24</td>
<td>• Internship Share Session</td>
<td>Video-Recorded 3- to 5-Minute Drill due</td>
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<td>Mar. 31</td>
<td>• Internship Share Session</td>
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<td>Apr. 7</td>
<td>• Internship Share Session</td>
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<td>Apr. 14</td>
<td>• Internship Share Session</td>
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<td>Apr. 21</td>
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<td>Video-Recorded Internship Experience due</td>
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<tr>
<td>Apr. 28</td>
<td>• Internship Share Session</td>
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