



<b>Course</b>	PSYCHOLOGY SENIOR SEMINAR / PSYC 4160 Sec 401 / 23214 / Meets T from 11:00 a.m. – 11:50 a.m. in SciTech 165 Sec 402 / 24846 / Meets T from 10:00 a.m. – 10:50 a.m. in SciTech 179 Sec 403 / 25696 / Meets T from 2:00 p.m. – 2:50 p.m. in SciTech 165		
<b>Professor</b>	<b>Stephanie Loalada, MS</b> <b>Email:</b> <a href="mailto:stephanie.loalada@tamusa.edu">stephanie.loalada@tamusa.edu</a> <b>Office Hours:</b> MW: 9:45 a.m. – 10:45 a.m. T: 9:00 a.m. -9:50 a.m.; 3:30 p.m. - 4:45 p.m.	<b>Office:</b> STEM 249-C <b>Phone:</b> 210-784-2238	
	*For meetings outside of above hours or virtual meeting: Make appt at least 24 hrs in advance.		
<b>Course Descript.</b>	Senior Seminar is a course that prepares students for graduate school or future employment by teaching relevant skills such as writing resumes, curriculum vitae, cover letters and grants. Selected topics related to current psychological issues may be introduced. TSI Restriction(s): Reading, Math, and Writing <b>Prerequisites:</b> <a href="#">PSYC 2301</a> , PSYC 2202, <a href="#">PSYC 2388</a> , and Senior standing. <b>Restrictions:</b> Students with a semester level of Freshman, Junior or Sophomore may not enroll. Graduate level students may not enroll.		
<b>Textbook</b>	None		
<b>Student Learning Outcomes</b>	By the end of this course, you will be able to: * Distinguish differences between different graduate programs (MA, MS, Ph. D., and Psy.D.) * Draft important documents relating to future plans (e.g., resume, CV, cover letter, personal statement) * Explore opportunities relevant to personal experience and interest		
<b>Computer</b>	This course requires access to a computer with a reliable internet browser, an internet connection, the ability to read PDF information, Microsoft Office Word and MS PowerPoint. It is recommended that you have the most recent versions of MS Office products available.  Note: ALL written assignments are due as <b>MS Word docx</b> or <b>PDF</b> files unless otherwise noted.  <b>*** Computers are available on campus at several locations, including, but not limited to, the library and computer labs. These computers meet the requirements above.</b>		
<b>Grading</b>	Your grade in this course will be based on various assignments. See Course Calendar for exam dates, due dates, etc. You should note that there are tasks that you will need to complete that do not earn points, but which are important for you to complete so that you can do well on the assignments.  <b>General Assignment Guidance:</b> Assignments in this class may include, but are not limited to, discussion boards, reaction papers, presentations, essays, in-class written assignments, in-class discussions, and written projects. Points for these assignments are listed on the course calendar. Details for assignments are released through Blackboard. See syllabus for due dates / times.  *Most assignments are released through Blackboard. There are detailed instructions for completing each assignment. Make sure to read through each assignment before you begin AND make sure that you have met all assignment requirements before submitting. ***Some assignments happen in-class, so are not released through Blackboard.  * It is your responsibility to check Blackboard to get the assignments before they are due. It is recommended that you check Blackboard at least once each day. If you have any questions about the		





assignments, you **MUST** ask me **BEFORE** the assignment is due. Not completing assignments because you had questions is not an excuse for not turning-in assignments.

**\*\* All assignments are mandatory.**

**\*\* PLEASE look at and take to heart the feedback I give you on assignments.** I spend a LOT of time giving feedback on assignments so that I can help you learn the material. Assignments help me determine what concepts you are understanding and what concepts you are struggling with. If you do not look through the feedback, you may miss important opportunities to think about the concepts in new ways, or you may be getting points off because you are not fixing formatting problems.

**\*\*If an assignment gives you a number of pages needed, this refers to the number of pages of TEXT.** This number, then, does not include the cover sheet, reference pages, graphs, etc.

**\*\* \*Short assignments will be graded within 3 days. Long assignments may take up to 1 week to grade.** Presentation grades are usually posted within 3 days.

***Written Assignments.*** Written Assignments are due as docx or PDF files.... Blackboard does not understand pages files or gdoc files.... If you turn in ANYTHING other than a docx or PDF file for papers, you may receive a 0 if I cannot open the assignment or if the submission is blank in Blackboard.

**\*Written assignments are due through the Blackboard assignment link.** Do not turn assignments in through email. Blackboard will time / date stamp your submission. Please ensure that you submit your work within the accepted timeframe.

**\*All written assignments are expected to be in proper APA format.** It is highly recommended that you invest in a 7<sup>th</sup> ed. APA manual so that you can get the cover sheet, in-text citations, reference page, etc. correct! There are also free online resources, including the workshops that you will use for the library assignment, the **Purdue OWL website** and **apastyle.org**.

**\*APA Format counts for 10% of the grade on written assignments, AND potentially even more if you do not cite your sources in proper APA format, leading to plagiarism.** Plagiarism may lead to a significant point deduction up to 100% of points and may be reported to the Office of Student Rights and Responsibilities.

**\*\*All written assignments must be submitted as MS Word docx OR PDF documents (unless otherwise specified). Failure to submit documents in proper file format will result in a 0 on the assignment.**

***Presentation Assignments.*** Detailed instructions are provided for these assignments. Presentations will happen live during class time. Students will be called to present at random. You should be ready to present when called (so you need to be ready on Day 1 of presentations because you do not know which day you will be called). Presentations that fail to follow the instructions provided may receive a 0.





**Blackboard**

Blackboard is important. All class information- PPTs, provided outside readings, web links, video links, assignments, announcements, etc.- is available through Blackboard. You should make a habit of checking Blackboard often to ensure that you are up to date on class information.

Throughout the semester your assignments (written assignments, exams, quizzes, etc.) are due through Blackboard. When you are submitting a written assignment through blackboard, you **MUST** submit it through the Blackboard assignment link. Do **NOT** email work- it must be submitted through Blackboard.

You get a **single submission** for each assignment- that is, you have one opportunity to submit your work. You can attach multiple files to a single submission (e.g. if you are to submit your written paper and the 2 references you used, you will attach those 3 files to the submission **BEFORE** you submit; then you will submit all 3 at one time). Students often email me to notify me that they turned in the wrong assignment, or that they did not include all files before submitting. **Please note that your submission will be graded as submitted.** Ensure that you are attaching all of the **correct files** AND make sure that you have attached **all necessary files** before submitting. Emailed assignments will not be accepted.

**File Names**

Blackboard does not recognize all file types. **For this reason you should submit all written assignments as docx or PDF files.**

NOTE: Blackboard does not recognize gdoc or pages files. If you choose to submit a document as anything other than a docx or PDF file, you may earn a 0 for that assignment.

Please name your files as follows: **assignment title\_your name\_ class.xxxx**

If I was turning in the resume assignment as a docx file, I would name my file as follows:

**resume assignment\_stephanie loalada\_psy4160.docx**

\*\*\*Note that the file extension (docx, PDF, etc.) is usually determined and automatically completed by the application you are using. You do **NOT** usually have to type the .docx

\*\*\*Note: Use underscores, not periods between the words as indicated above. Using periods may corrupt your file.

**Emails**

I do not use the Blackboard messages system. To contact me, email me at the address above **FROM YOUR UNIVERSITY EMAIL**. When you email me, use your name and class information (class name and meeting day / time) as your subject line. Be as detailed as possible so I can respond.

I try to respond to all emails within 48 hours. That said, I take weekends off, so if you write Friday, you may not have a response until Monday. This is why it is important to look at your assignments early so that you can get the help you need during the week!

**Attendance**

Attendance will be recorded in an effort to comply with federal regulations regarding financial aid. If the last date of attendance is unknown, the class day after the last assignment you completed will be reported. Attendance will not count as a portion of your grade.

Note: You must be *active* in the class within the first week. Failure to complete the first assignment *may* result in a loss of financial aid, and being dropped from the course.

**Participation**

Participation is related to attendance. While there is no “grade” for participation in class, participation affects your grade. You will lose 5 points from your final total points for every class that you miss.





Participation is important. Studies show that students who actively engage in learning have higher grades than students who do not participate. There may be many reasons for this, including lack of preparedness or lack of comprehension by those who choose not to participate. That said, participating allows you to have a deeper understanding of the information, it allows you to ask questions about information that is confusing to you, so that you can get clarification, and it allows me to get to know your strengths and weaknesses (which I can then address).

We will have guest speakers several times this semester. You will not have all the information you need to complete your assignments if you do not attend class. While this is generally true for every class meeting, it is especially true on guest speaker days.

**Late Work**

Work turned in after the due date and time is late. Work turned in within 1 hour of the due date and time will be graded at 80% of what it would have been. After the first hour, but before 24 hours have passed, the work will be graded at 50%. After 24 hours, the work will not be accepted. No joke. No exceptions. If you have an emergency situation, notify me ASAP, and provide documentation so that I may consider your situation. Since most work is due through Blackboard, students should do their best to keep up with their work. Documentation should be sent before the due date and time when possible.

**Final Grade**

Your final grade in this class will be calculated as a simple average: your points earned divided by the maximum number of points you could have earned. Keep up with your grades so that you know where you stand in the class. In this class you can earn up to a total of **250 points**. See the course calendar for assignment details- including points available for each assignment.

**A = 250 – 225 Points Earned**

**B = 224 – 200 Points Earned**

**C = 199 – 175 Points Earned**

**D = 174 – 150 Points Earned**

**F = 149 and fewer Points Earned**

**Time****Commitment**

You are expected to devote a sufficient amount of time to your efforts in this course. Have you ever considered WHY someone taking 12 hours of course is called a “full time” student? It is because they should be spending 40 or more hours per week on school activities!

**The standard recommendation is three hours of study time / assignment time for each hour of class time.** This means that you can expect to spend around 3 hours PER WEEK **outside** of class to maintain an acceptable grade in a regular semester. SO... for this 1 hour course, you can expect to spend about 3 hours per week completing coursework. Of course each person's needs are different, and in this class, many students need more or less than the suggested 3 hours some weeks. I encourage you to budget your time according to your needs and to your grade expectation. Always turn-in your best university- level work!

**Additional  
Information**

**\*A University education is about LEARNING!** Be here to learn. You cannot fail a class when you have have learned 60% or more of what you need to learn. Learn the material, and the grade will take care of itself!

**\*Do not cheat-it isn't worth it.** If you are caught you will be reported to Student Rights & Responsibilities. Penalties range from a 0 on the assignment / exam up to expulsion.

**\* You will use 7<sup>th</sup> edition APA format** for all written assignments.

**\*Please note that *lack of citation is plagiarism*.** Should you fail to cite your sources properly you will receive a 0 for that assignment; there will be no re-write offered. You may also be reported to Student Rights and Responsibilities.





\*Be sure to check Blackboard often. PowerPoint notes, video links, outside readings, helpers, assignments, announcements, etc. will be posted on Blackboard for you to utilize.

\*My goal is to answer all student communication within 48 hours. The only exception to this is weekends. I take weekends off. Look at your assignments before the weekend that they are due so that you may ask questions and receive an answer to them before the assignment is due.

\*There are many opportunities to get help at TAMUSA (see below). Tutoring, writing assistance, academic success coaching, study skills workshops, and test taking skills workshops are just SOME of the help that is available to you FOR FREE on campus. Take advantage of these opportunities to hone your academic skills.

\* The last day to drop with an automatic W is listed below. If you drop after this date, you may receive a W if you are passing or an F if you are failing.

**Student Handbook**

<http://www.tamusa.edu/studentengagementsuccess/TexasA&MSanAntonioStudenthandbook.pdf>  
Above is the link for the current student handbook. If you have not read it yet, do so as soon as possible. You are responsible for knowing and understanding the standards that you will be held to.

**Scholastic Dishonesty**

Academic dishonesty will NOT be tolerated and will be dealt with to the fullest extent possible (0 on assignment up to expulsion from University). The following is from the Student Code of Conduct. The focus here is on the biggest problems I have seen during my time as a professor, but all infractions will be reported:

**ACADEMIC DISHONESTY**

- a. Cheating - A student can be accused of academic dishonesty if he/she uses, or attempts to use:
  - a. unauthorized assistance (e.g., asking someone else for an answer during a test, copying answers from another person's paper during a test, etc.)
  - b. unauthorized study aids in examinations or other academic work (i.e., "cheat sheets" or textbooks/notes when that use has been disallowed by the faculty)
  - c. submits the work of another as his/her own.
  - d. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments
  - e. unauthorized changing of grades on an examination, in an instructor's grade book, or on a grade report;
  - f. the acquisition, without permission, of tests or other academic material belonging to a member of the university faculty or staff.
- b. Plagiarism - A student can be accused of academic dishonesty if he/she
  - a. uses the ideas, data or language of another without specific or proper acknowledgment
  - b. submits the work of another as his/her own
- ...i. Facilitating Academic Dishonesty - A student may be accused of academic dishonesty if he/she knowingly helps or attempts to help another violate the principles of academic integrity (e.g., working together on a take-home exam without instructor permission, providing another student with a pre-written paper or test, unauthorized collaboration of any kind, including online testing, giving answers to lab projects with the intent to help students take practical exams, etc.).
- j. Collusion - includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on academic dishonesty.





## IMPORTANT POLICIES AND RESOURCES

**University Email Policy and Course Communications:** All correspondence between professors and students must occur via University email accounts. You must have your Jaguar email account ready and working. If it is not working, contact the help desk at [helpdesk@tamusa.edu](mailto:helpdesk@tamusa.edu) or at 210-784-HELP (4357). If you don't hear back within 48 hours, contact them again. They have many requests during the first part of the semester, so you may need to follow up with them.

**Academic Accommodations for Individuals with Disabilities:** Texas A&M University-San Antonio is committed to providing all students with reasonable access to learning opportunities and accommodations in accordance with The Americans with Disabilities Act, as amended, and Section 504 of the Rehabilitation Act. If you experience barriers to your education due to a disability or think you may have a disability, Disability Support Services is located in the Central Academic Building, Suite 210. You can also contact us via phone at (210) 784-1335, visit us at the [website](#) or email us at [dss@tamusa.edu](mailto:dss@tamusa.edu). Disabilities may include, but are not limited to, attentional, learning, mental health, sensory, physical, or chronic health conditions. All students are encouraged to discuss their academic accommodations with Disability Support Services and their instructors as soon as possible.

**Academic Learning Center:** All currently enrolled students at Texas A&M University-San Antonio can utilize the Academic Learning Center for subject-area tutoring. The Academic Learning Center provides free course-based tutoring to all currently enrolled students at Texas A&M University-San Antonio. Students wishing to work with a tutor can make appointments through the Brainfuse online tutoring platform. Brainfuse can be accessed in the *Tools* section of Blackboard. You can contact the Academic Learning Center by emailing [tutoring@tamusa.edu](mailto:tutoring@tamusa.edu), calling (210) 784-1307, or visiting the Central Academic Building, room 202. Online tutoring is also available for after hours and weekend assistance.

While tutoring hours may change based on tutor schedules and availability, the current tutoring hours for MATH in the ALC are as follows:

	<b>Appointments available</b>	<b>Walk in Tutoring – No appointment needed</b>
MONDAY	8 am – 6 pm	9 am – 5 pm
TUESDAY	8 am – 6 pm	9 am – 5 pm
WEDNESDAY	8 am – 6 pm	9 am – 5 pm
THURSDAY	8 am – 6 pm	9 am – 5 pm
FRIDAY	8 am – 5 pm	11 am – 4 pm

**Counseling/Mental Health Resources:** As a college student, there may be times when personal stressors interfere with your academic performance and negatively impact your daily functioning. If you are experiencing emotional difficulties or

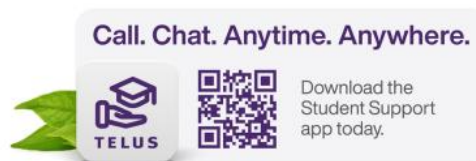




mental health concerns, support is available to you through the Student Counseling Center (SCC). To schedule an appointment, visit our website, call 210-784-1331 or visit Madla 120 between the hours of 8:00 AM and 5:00 PM.

All mental health services provided by the SCC are free and confidential (as the law allows). The Student Counseling Center provides brief individual and group therapy, crisis intervention, consultation, case management, and prevention services. *Crisis support is available 24/7/365 by calling the SCC at 210-784-1331 or through the TELUS student support App.*

The TELUS Student Support App provides a variety of mental health resources to including 24/7/365 support for in the moment distress, crisis support, an anonymous peer-to-peer support network, mental health screenings, podcasts, and articles to improve your mental wellbeing.



**Emergency Preparedness:** JagE Alert is Texas A&M University-San Antonio's mass notification system. In the event of an emergency, such as inclement weather, students, staff and faculty, who are registered, will have the option to receive a text message, email with instructions and updates. To register or update your information visit: <https://tamusa.bbcportal.com/>. More information about Emergency Operations Plan and the Emergency Action Plan can be found [here](#). Download the SafeZone App (<https://safezoneapp.com/>) for emergencies or call (210) 784-1911. Non-Emergency (210) 784-1900.

**Financial Aid and Verification of Attendance:** According to the following federal regulation, 34 CFR 668.21: U.S. Department of Education (DoE) Title IV regulation, a student can only receive Title IV funds based on Title IV eligibility criteria which include class attendance. If Title IV funds are disbursed to ineligible students (including students who fail to begin attendance), the institution must return these funds to the U.S. DoE within 30 days of becoming aware that the student will not or has not begun attendance. Faculty will provide the Office of Financial Aid with an electronic notification if a student has not attended by the published Census Date (the first week of class). Any student receiving federal financial aid who does not attend prior to the published Census Date (the first week of class) will have their aid terminated and returned to the DoE. Please note that any student who stops attending at any time during the semester may also need to return a portion of their federal aid.

**Jaguar Writing, Language, and Digital Composing Center (WLDCC):** The Jaguar Writing Center provides writing support to graduate and undergraduate students in all three colleges as well as faculty and staff. Writing tutors work with students to develop reading skills, prepare oral presentations, and plan, draft, and revise their written assignments. Our language tutors support students enrolled in Spanish courses and students composing in Spanish for any assignment. Our digital studio tutors support students working on digital projects such as eportfolios, class presentations, or other digital multimedia projects. The Writing Center offers face-to-face, synchronous online, and asynchronous digital appointments. Students can schedule appointments with the Writing Center in JagWire under the Student Services tab. Click on "Writing, Language, and Digital Composing Center" to make your appointment. Students wanting to work in realtime with a tutor can schedule an "Online





Appointment.” Students wishing to receive asynchronous, written feedback from a tutor can schedule an “eTutoring” appointment. More information about what services we offer, how to make an appointment, and how to access your appointment can be found on our [website](#) . The Writing Center can also be reached by emailing [writingcenter@tamusa.edu](mailto:writingcenter@tamusa.edu).

**Meeting Basic Needs:** Any student who has difficulty affording groceries or accessing sufficient food to eat every day or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to submit a [CARE report](#) for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to direct you to available resources. A food pantry is available on campus; click [here](#) for hours and contact information.

**Military Affairs:** Veterans and active-duty military personnel are welcomed and encouraged to visit the Office of Military Affairs for any question involving federal or state VA Education Benefits. Visit the Patriots’ Casa building, room 202, or to contact the Office of Military Affairs with any questions at [military.va@tamusa.edu](mailto:military.va@tamusa.edu) or (210)784-1397.

**Religious Observances:** Texas A&M University-San Antonio recognizes the wide variety of faiths represented among the campus community and protects the rights of students, faculty, and staff to observe religious holidays according to their tradition. Under the policy, students are provided an opportunity to make up any examination, study, or course work requirements that may be missed due to a religious observance provided they notify their instructors before the end of the second week of classes for regular session classes.

**The Six-Drop Rule:** Students are subject to the requirements of Senate Bill (SB) 1231 passed by the Texas Legislature in 2007. SB 1231 limits students to a maximum of six (6) non-punitive course drops (i.e., courses a student chooses to drop) during their undergraduate careers. A non-punitive drop does not affect the student’s GPA. However, course drops that exceed the maximum allowed by SB 1231 will be treated as “F” grades and will impact the student’s GPA.

**Statement of Harassment and Discrimination:** Texas A&M University-San Antonio is committed to the fundamental principles of academic freedom, equal opportunity, and human dignity. To fulfill its multiple missions as an institution of higher learning, A&M-San Antonio encourages a climate that values and nurtures collegiality and the uniqueness of the individual on our campus and within our state, nation, and world. All decisions and actions involving students and employees are to be based on applicable law and individual merit. Texas A&M University-San Antonio, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or pregnancy/parenting status. Individuals who believe they have experienced harassment or discrimination prohibited by this statement are encouraged to contact the University’s Civil Rights Officer at 210-784-2061 or [titleix@tamusa.edu](mailto:titleix@tamusa.edu).

Texas A&M University-San Antonio faculty are committed to providing a safe learning environment for all students and for the university as a whole. If you have experienced any form of sex discrimination or harassment, including sexual assault, sexual harassment, domestic or dating violence, or stalking based on sex, know that help and support are available. A&M-San Antonio’s Title IX Coordinator can support those impacted by such conduct





in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, and more. The university strongly encourages all students to report any such incidents to the Title IX Coordinator. Please be aware that all A&M-San Antonio employees (other than those designated as confidential resources such as counselors and trained victim advocates) are required to report information about such discrimination and harassment to the university. This means that if you tell a faculty member about a situation of sexual harassment, sexual violence, or other related sex-based misconduct, the faculty member must share that information with the university's Title IX Coordinator ([titleix@tamusa.edu](mailto:titleix@tamusa.edu), 210-784-2061, CAB 439K). If you wish to speak to a confidential employee who does not have this reporting requirement, you can contact the Student Counseling Center at (210) 784-1331 or visit them in Madla 120.

**Pregnant/Parenting Students:** Texas A&M-San Antonio does not require a pregnant or parenting student, solely because of that status or issues related to that status, to (1) take a leave of absence or withdraw from their degree or certificate program; (2) limit the student's studies; (3) participate in an alternative program; (4) change the student's major, degree, or certificate program; or (5) refrain from joining or cease participating in any course, activity, or program at the University. The university will provide such reasonable accommodations to pregnant students as would be provided to a student with a temporary medical condition that are related to the health and safety of the student and the student's unborn child. These could include maintaining a safe distance from substances, areas, and activities known to be hazardous to pregnant individuals and their unborn child; excused absences because of illness or medical appointments; modified due dates for assignments; rescheduled tests/exams; taking a leave of absence; and being provided access to instructional materials and video recordings of lectures for excused absences, if these would be provided to any other student with an excused absence. Pregnant/parenting students are encouraged to contact the Title IX Coordinator with any questions or concerns related to their status ([titleix@tamusa.edu](mailto:titleix@tamusa.edu); 210-784-2061; CAB 439K).

Texas A&M-San Antonio has also designated the Title IX Coordinator as the liaison officer for current or incoming students who are the parent or guardian of a child younger than 18 years of age. The Title IX Coordinator can provide students with information regarding support services and other resources. Young Jaguars can support parenting students with daycare if students meet this criteria: (1) must be enrolled in classes at Texas A&M-San Antonio in the current semester, (2) must be Pell eligible or a single parent, (3) child(ren) must be aged 3 to 12-years-old, and (4) child(ren) must be enrolled in Pre-K-3 through 6th grade. For more information, please contact Young Jaguars at [youngjaguars@tamusa.edu](mailto:youngjaguars@tamusa.edu) or call (210) 784-2636.

**Students' Rights and Responsibilities:** The following statement of students' rights and responsibilities is intended to reflect the philosophical base upon which University Student Rules are built. This philosophy acknowledges the existence of both rights and responsibilities, which is inherent to an individual not only as a student at Texas A&M University-San Antonio but also as a citizen of this country.

### **Students' Rights**

1. A student shall have the right to participate in a free exchange of ideas, and there shall be no University rule or administrative rule that in any way abridges the rights of freedom of speech, expression, petition and peaceful assembly as set forth in the U.S. Constitution.
2. Each student shall have the right to participate in all areas and activities of the University, free from any form of discrimination, including harassment, on the basis of race, color, national or ethnic origin,





religion, sex, disability, age, and pregnancy/parenting or veteran status in accordance with applicable federal and state laws.

3. A student has the right to personal privacy except as otherwise provided by law, and this will be observed by students and University authorities alike.
4. Each student subject to disciplinary action arising from violations of university student rules shall be assured a fundamentally fair process.

### **Students' Responsibilities**

1. A student has the responsibility to respect the rights and property of others, including other students, the faculty, and administration.
2. A student has the responsibility to be fully acquainted with the published University Student Rules found in the Student Handbook, [Student Code of Conduct](#), on our website, and University Catalog, and to comply with them, as well as with federal, state, and local laws.
3. A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire University community.
4. A student has the responsibility to recognize the University's obligation to provide a safe environment for learning.
5. A student has the responsibility to check their university email for any updates or official university notifications.

We expect that students will behave in a manner that is dignified, respectful, and courteous to all people, regardless of sex, ethnic/racial origin, religious background, or disability. Conduct that infringes on the rights of another individual will not be tolerated.

Students are expected to exhibit a high level of honesty and integrity in their pursuit of higher education. Students engaging in an act that violates the standards of academic integrity will find themselves facing academic and/or disciplinary sanctions. Academic misconduct is any act, or attempt, which gives an unfair advantage to the student. Additionally, any behavior specifically prohibited by a faculty member in the course syllabus or class discussion may be considered as academic misconduct. For more information on academic misconduct policies and procedures please review the [Student Code of Conduct](#) or visit the resources available in the [OSRR website](#)

### **No Use of Generative AI Permitted**

[Insert Course Number] assumes that all work submitted by students will be generated by the students themselves, working individually or in groups. Students should not have another person/entity do the writing of any portion of an assignment for them, which includes hiring a person or a company to write assignments and/or using artificial intelligence (AI) tools like ChatGPT. Use of any AI-generated content in this course qualifies as academic dishonesty and violates Texas A&M-San Antonio's standards of academic integrity.

Note: Suspected use of AI on any assignment will be reported to The Office of Student Rights and Responsibilities.



**Important Spring 2026 Dates:**

<b>Dates</b>	<b>Event</b>
January 13	Tuition & Fee Payments deadline
January 19	Martin Luther King, Jr. – No Classes
January 20	First day of class
February 4	Census date
February 23-March 6	Midterm grading period
March 9-March 14	Spring Break
April 3	Study Day – No classes
April 17	Last day to drop with an automatic “W”
May 1	Last day to drop a course or withdraw from the University
May 4	Last day of classes
May 5	Study Day – No classes
May 6-May 12	Final exams
May 19	Commencement

The complete [academic calendar](#) is available online





**TENTATIVE Course Calendar (Subject to Change)**

Unit	Week / Starts	Wk: Topic(s)	Assignments	Worth	Earned
*Grad School	Wk 1/Jan 19	Classes begin / Syllabus / Intros			
	Wk 2/Jan 26	Do YOU need grad school?			
	Wk 3/Feb 2	MA, MS, Ph.D., & Psy.D. degrees	**Presentation: Types of degrees	40 pt	
*Jobs with undergrad degrees	Wk 4/Feb 9	Sample BA/BS Jobs			
	Wk 5/ Feb 16	Job Search	*Undergrad Jobs Reflection	25 pt	
*Jobs with grad degrees	Wk 6/ Feb 23	Sample MA /MS Jobs			
	Wk 7/Mar 2	Sample Ph.D./ Psy. D. Jobs			
	Wk 8/Mar 9	No Class	<b>SPRING BREAK</b>		
	Wk 9/Mar 16	Job Search	*Grad Jobs Reflection	25 pt	
*Job prep and skills	Wk 10/Mar 23	Personal Statement	*GRE writing practice (live)	20 pt	
	Wk 11/Mar 30	Cover letter	*Mays Center Lecture (live)	5 pt	
	Wk 12/Apr 6	Resume	*Mays Center Appt.	20 pt	
	Wk 13/Apr 13	CV	*Job packet: Cover Letter, Resume	30 pt	
	Wk 14/Apr 20	Interviews	*Interview prep / Interview (live)	25 pt	
*Current issues in Psychology	Wk 15/Apr 27	Grant writing	*Grant exercise	30 pt	
	Wk 16 / May 4	Final Reflection ***Due by 11:59 PM on Monday, May 4.	*Final Reflection or Job Application	30 pt	
FINALS DAYS	May 5: Study Day (no class) May 6-12: Finals Days	ACAT Testing for graduating / prepared seniors**	Administered during finals week through the Testing Center. You will be able to schedule your own test.		
	Final Total				

Note: All assignments due at 11:59 PM on the Sunday of the week they are due unless otherwise notes.

Note: There are numerous tasks that you will complete each week that are meant to support the unit. There are videos to watch, readings, etc. for each unit. If you turn-in work that makes it clear that you did not do the supporting work, you may earn a 0 on the assignment. Do not cheat yourself out of the knowledge that this course is designed to give you! Watch the videos....read the readings.... Learn how to create the future you desire!

Note: Failure to complete the ACAT testing will result in a 15-point deduction from your final point total.