Course Objectives:

To familiarize the student with:

1. the psychology department curriculum and requirements
2. the University and LAS college requirements
3. the psychology advising procedures and degree audits
4. the Schedule of Classes and registration procedures
5. the resources available in the ISU/Ames community for academic aid, career exploration, and self-growth

Course Requirements:

In order to receive a satisfactory grade, you must:

1. Attend and participate in ALL classes. Attendance will be taken at the beginning of each class period. Because many of the classes involve guest speakers, late arrival may result in loss of the day's points.

2. If you must miss a class due to an emergency or illness, you must notify the Psych Advising office PRIOR to the class meeting time to be excused. (Advising office main phone: 294-1642 e-mail: psychadv@iastate.edu)

3. Complete ALL assignments

Course Materials:

1. Department of Psychology Undergraduate Program booklet (purple cover)
2. ISU General Catalog 2005-2007
3. (Recommended) New Student Orientation Handbook
4. The Psychology web page (http://www.psychology.iastate.edu/). Most information discussed in class is available on the Undergraduate Studies pages.
<table>
<thead>
<tr>
<th>Week #1</th>
<th>Introduction: Dr. Veronica Dark, Director of Undergraduate Studies</th>
<th>Topic: Course Overview &amp; General Procedures</th>
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<tr>
<td>(January 10)</td>
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<tr>
<th>Week #2</th>
<th>Topic: ISU/LAS/Psych requirements</th>
<th>Assignments Due: E-mail assignment &amp; Worksheet #1</th>
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<tr>
<th>Week #3</th>
<th>Speaker: LAS Career Service Representative, Steve Kravinsky</th>
<th>Topic: Career Resources/Career Days</th>
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<tr>
<th>Week #4</th>
<th>Topic: Degree audits, registration</th>
<th>Assignment Due: Degree Audit Worksheet (In class assignment)</th>
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<tr>
<th>Week #5</th>
<th>Topic: Work in class on Graduation Plan</th>
<th>Bring Psych Booklet (purple cover) &amp; ISU Catalog to class</th>
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<tbody>
<tr>
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<tr>
<th>Week #6</th>
<th>Speaker: Dr. David Vogel</th>
<th>Topic: Discussion of Psych 491/492 and graduate schools</th>
<th>Assignment due: Graduation Plans</th>
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<tr>
<th>Week #7</th>
<th>Assignment due: Faculty adviser meeting/signature</th>
<th>Assignment due: LAS Career Fair OR Summer Job Fair attendance proof</th>
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<tbody>
<tr>
<td>(February 21)</td>
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March / April - Meet with the Advising Office during these weeks to go over your Summer and Fall 2007 schedule.
All students will be required to do the following assignments to satisfactorily pass this portion of the class.

Assignment
Due Week #2
From your ISU e-mail account, e-mail psychadv@iastate.edu the answer to the following: List one of the requirements to be eligible to participate in Psych 491. The answers may be found in the January 10th Psych Undergrad Weekly Bulletin. This assignment is not complete until you receive a response from us.

Assignment
Due Week #2
Complete worksheet in the syllabus.
Complete the Undergraduate Program booklet (blue cover).
Read the Psych 111 syllabus.

Assignment
Due Week #6
Develop a TYPED graduation plan. The plan must include specific course names/numbers (i.e., minor, 2nd major), not just ‘elective’. Pay close attention to the Graduation Plan Checklist. These plans will be looked over and returned by Week #7. Important: Use the Web-Based Graduation Plan Template found on the Psych Undergrad web page: http://www.psychology.iastate.edu/index.php?id=31.

Assignment
Due Week #7
Attend the Business & LAS Career Fair OR the Summer Job Fair. Must bring back 2 different business cards / flyers.

Assignment
Due Week #7
Introduction to your Faculty Adviser. This must be done and shown to your academic adviser before you can receive your Registration Access Number. (Use the yellow half-sheet for signatures.)

It is STRONGLY recommended that students develop a resume early in their academic career. Most advisers (including us) and faculty will require a resume to write a recommendation letter as you apply to internships, volunteer opportunities, jobs or study abroad programs. We will gladly look over your resume and provide input if you wish as will LAS Career Services. Sample copies are available to look at in LAS Career Services (351 Catt Hall) or the Psych Study Room (W022 Lago).
Spring Semester Dates and Deadlines

January 3 ♦ Summer 2007 course schedule available on AccessPlus

January 12 ♦ Last day to process a schedule change (add, drop, or section change) without a $10.00 fee, using drops, and signatures of instructor and adviser. Last day to drop or add a course via AccessPlus

January 15 ♦ Martin Luther King, Jr. Holiday - NO CLASSES!

January 31 ♦ Business & LAS Spring Career Day, 12pm – 6pm, Hilton Coliseum

February 9 ♦ Last day to drop a first-half semester course

TBA ♦ ISU Summer Job Fair, 10am – 3pm, Great Hall, Memorial Union
http://www.career.iastate.edu/fairs/fairs.php

February 19 ♦ Fall 2006 Schedule of Classes available on-line at
http://www.iastate.edu/~catalog/schedule/. The tentative Spring 2007 schedule will also be listed.

March 2 ♦ First-half semester courses end
Mid-terms

March 5 ♦ Second-half semester courses begin (example: Lib 160)
Advising period begins

March 9 ♦ Last day to drop a second-half course without using drops

March 12-16 ♦ Spring Break - NO CLASSES

March 19 ♦ Registration begins for Summer and Fall 2006

March 23 ♦ Last day to drop a full semester course or withdraw

April 13 ♦ Last day to drop a second-half course

Apr 30–May 4 ♦ FINAL EXAM WEEK

May 2 ♦ Student schedules and tuition and fee assessment for Summer 2005 on AccessPlus

May 13 ♦ Last day to cancel registration for summer to avoid fee assessment

A complete listing of dates is available in the ‘Schedule of Classes’, on the ISU Homepage (http://www.iastate.edu), and the ISU Phone Directory. Please check the calendar on the Psych Undergrad web page for important dates.
1. When can I drop a course I’m taking now? How many drops are allowed? Are we allowed leniency the first semester?

2. How late in a semester can I add a class?

3. Where can I find date and deadline information for dropping classes, registration, etc.?

4. How do I know if a course fulfills a requirement?

5. Can I take a course from a 2-year college during my ISU career and will it transfer? Can I take a course from a 4-year college during my ISU career and will it transfer?

6. Can I repeat a course I did poorly in to raise my grade? How soon should I do this? Which grade counts?

7. What is an “I” grade? What is the difference between “S/F” and “P/NP” grades?

8. What GPA must I earn and maintain to stay at ISU? What GPA and grades must I earn in Psychology?

9. I want to study abroad? How do I find information on programs available?

10. What is the difference between my academic adviser and faculty adviser?

11. When do I register for the next semester? How often do I get a degree audit and should I keep it? How will I be notified when registration materials are ready?

12. Do I have to take foreign language? When do I need to have it completed? Does it have to be the same language I took in high school?

13. How do I obtain a minor? or a secondary major? Where can I find the requirements?

14. Who is responsible for seeing that I meet all of the requirements for a degree?
Graduation Plan Checklist

1. Make a list of the courses and credits completed, organized by semester, using a copy of your degree audit or unofficial transcript (from Access Plus). Include both the courses you are currently enrolled in and those taken in past semesters. Fill out a degree audit worksheet to reflect previous and current course work.

2. Refer to the 4-year plan templates in the Dept. of Psych Undergrad Program booklet (both B.A. & B.S. are included).

3. Make a list of the remaining courses that you must complete in order to graduate. Include specific required courses (Psych & supporting), and all ISU and LAS requirements. If you do not know which courses you want to take, for the moment use Arts & Hum Choice, or Soc Sci choice, etc.

4. Decide whether you are completing a B.S. or a B.A. and look over the requirements for the degree you have chosen. For a B.S. - do you have four Natural Science courses, one Natural Science lab, two Math courses, and one Stat course included? For a B.A. - do you have the required courses for a minor listed?

5. Count up the total number of credits that you have listed (120 needed), which includes completed courses, current courses, and proposed courses. Count how many of those credits are at the 300/400 level (45 are needed).

6. Based on the number of credits and requirements that you have remaining to fulfill, add the appropriate number of courses/credits to your plan. Be sure to pay attention to the Psych courses, 45 total 300/400 level credits, and minor(s) and/or and double major(s) requirements. Make sure you have checked and included the prerequisites for the 300/400 level courses chosen.

Restrictions: See catalog for complete list of exceptions & prerequisites in these areas.

- Math 104 and Math 150 cannot both be applied toward graduation.
- Only one of Stat 101/104/226/227 may be applied toward graduation.
- Biol 101 (109) and Biol 211 (201) cannot both be applied toward graduation.
- Many other Biol and Chem courses cannot be used together for grad credit.

Other Reminders:

- GPA in #8 and #9 on the degree audit must be a 2.00 or higher.
- C- min is required in Psych 101, 102, 301, 440, 302 (or Engl 302/309/314).
- Stat 101 or 104 MUST be taken before Psych 301.
- Psych 301 MUST be taken before Psych 440 or 302.
- Psych 310 DOES NOT count as a Natural Science for Psych majors.
- Psych courses cannot be counted in #7 (social sciences) for psych majors.
- Psych 490/491/492 cannot be counted in #9, they are electives.
- Study Abroad/NSE – plan for these credits to be used as free electives.
- Transfer students may have some additional restrictions.
- The last 32 credits must be taken at ISU.
EDUCATIONAL PLANNING TIMELINE

Freshmen/Sophomore Year

- Work on your Gen Ed requirements; begin taking major core classes; make a 4-year plan.
- Make sure that your final official high school and college transcripts are on file with Admissions.
- Be active in Psych Club.
- Go to the Career Exploration Library at Student Counseling Services (3rd Floor Student Services Bldg) and/or LAS Career Services (351 Catt) to explore major and specialties within a major.
- Consider volunteer opportunities to gain experience and clarify areas of interest.
- Talk with professionals in fields you are interested in pursuing. This may help clarify areas of interest and identify opportunities for supplemental experiences to your education.
- By the end of your sophomore year investigate areas in which you’d like to conduct research by talking to other students and faculty; take Psych 201 as soon as possible.
- If considering Study Abroad (256 MU) or National Student Exchange (2072 SSB), the best time to do this is junior year. [This may affect the 4-year graduation plan.]
- Consider a minor or double major; look through the ISU Catalog or on-line for possibilities; check with each department for specific requirements.
- Attend the various Career Days/Fair and pertinent workshops.

Junior Year

- Verify graduation date and requirements at registration. Carefully review degree audit and check for any uncompleted requirements (major or minor), Psych GPA, 300/400 level credits, and total credits.
- Decide if you will be pursuing a minor and/or double major. Declare the minor or double major by the end of this year (paperwork available in the Psych Advising Office).
- If qualified, join Psi Chi.
- Participate in research (Psych 491) and/or fieldwork practica (Psych 492).
- Talk with Faculty Adviser about career and graduate school options.
- Pick up course recommendations for specialty areas (i.e. Counseling/School, Cognitive, PAID/IO, Social) and graduate school preparation handouts from the Psych Advising Office.
- Investigate graduate school programs on-line or at the library. Look for resources in W022 Lago.
- Participate in Psych Club and Psi Chi; apply to be an officer or committee chair.
- Attend the various Career Days/Fair and pertinent workshops.

Senior Year

- The semester before your planned graduation, make sure your identified graduation date and all information on your degree audit is correct. Accuracy is imperative! Let your adviser know of any problems. You must apply for graduation the semester before your planned graduation - applications are available from the Psych Advising Office or Rm. 10 Alumni Hall.
- Review degree audit with academic adviser during 2nd week of graduating semester.
- Continue participating in research and/or fieldwork practica.
- Take GRE in summer or fall of Senior year (booklets available 3rd floor of Students Services Bldg). Apply to grad schools (many deadlines are January 1st).
- Take advantage of resources offered by Career Services (i.e., developing a resume, interview skills, on-line job openings) and register with them.
- Monitor area newspapers for job openings.
- Attend the various Career Days/Fair and pertinent workshops.
Psych 111 Quiz

T F 1. If you miss the first and second day of a class, the instructor has the right to give your seat to someone else and request that you drop the course.

T F 2. After the first week of class, you must have the signatures of your adviser, instructor on the pink ‘Request for Schedule Change’ slip and pay $10 to have a course added or dropped.

T F 3. Each instructor sets his/her own attendance policies.

T F 4. Beginning with the second week of the semester, you no longer can make schedule changes on AccessPlus.

T F 5. You should always check AccessPlus during the first week of class to verify the courses on your schedule, especially after you make changes.

T F 6. If a student does not have the prerequisites for a course, they may be required to drop the course.

T F 7. To be considered a full-time student, you must carry a minimum of 12 credits during the fall and spring semesters.

T F 8. The earlier you seek academic help, the greater the number of options available.

T F 9. Each student is allowed 15 credits of designated repeat credit.

T F 10. If you miss class due to illness or a funeral, you should have a note from the doctor or the obituary notice.

T F 11. Students need to keep their copy of the pink ‘Request for Schedule Change’, degree audit, minor request, etc. for their records.

T F 12. An ‘Incomplete’ is a contract between the student and instructor when the student is unable to finish the assignments or exams due to extenuating circumstances.

T F 13. Course options for the General Education requirements (Gen Eds) must be taken from the approved lists.

T F 14. All Anthropology courses are Social Sciences on the LAS Gen Ed list.

T F 15. If I stop going to classes or have a medical problem, the last day to withdrawal is the same day as the last day to drop a course unless there are extenuating circumstances.