

# Psyc 195A/295A: Field Work in Teaching Psychology

## Spring 2015 Syllabus

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### Part 1: Course Information

#### Instructor Information

**Instructor:** Dr. Sharon Furtak, Assistant Professor of Psychology  
- M.S. & Ph.D. in Behavioral Neuroscience from Yale University  
- B.A. in Psychology from the University of Massachusetts, Amherst  
- My research interests focus on the neurobiology of emotional learning & memory.

**Office:** AMD 357A

**Office Hours:** TBA

**Office Telephone:** 916-278-6666

**E-mail:** [furtak@csus.edu](mailto:furtak@csus.edu)

#### Course Description

Supervised experience in various educational and instructionally related tasks, such as leading discussion groups, setting up and presenting demonstrations, constructing and scoring tests, and tutoring, at selected educational institutions in the Sacramento area.

Note: Requires permission of instructor and the Department Chair. May be repeated once for credit.

#### Textbook & Course Materials

##### Required Text

- No required textbook.

##### Recommended Texts & Other Readings

- Other readings will be made available in the SacCT (See Learning Modules).

#### Course Requirements

- Internet connection (DSL, LAN, or cable connection desirable)
- Access to SacCT

## Course Structure

This course will consist of regularly scheduled meetings for Teacher Assistants that will cover the readings and topics listed below. Additionally, it is expected that students will attend class sessions, help upload information onto the course SacCT, help maintain grades and student communication, and help grade class work. For every 1 unit, the student will be present working on course related duties for 3 hours per week including class time (i.e. 3 units = 9 hours per week).

## SacCT Access

This course will have readings and materials posted online through a course management system named SacCT. You will use your SacLink account to login to the course from the [SacCT login page](https://sacct.csus.edu/) (<https://sacct.csus.edu/>). In SacCT, you will access online lessons, course materials, and resources.

To access this course on SacCT you will need access to the Internet and a supported Web browser (Internet Explorer, Firefox, Safari). To ensure that you are using a supported browser and have required plug-ins please run the [Check Browser](#) from your SacCT course. Refer to the SacCT Browser Tune-up page for instructions.

## Technical Assistance

If you need technical assistance at any time during the course or to report a problem with SacCT you can:

- Visit the SacCT [Student Resources Page](#)
- Review SacCT [Student Tutorials](#)
- Visit the SacCT [Student FAQ's Web Page](#)
- Submit a [SacCT Problem Form](#)

**Important Note:** This syllabus, along with course assignments and due dates, are subject to change. It is the student's responsibility to check SacCT for corrections or updates to the syllabus. Any changes will be clearly noted in course announcement or through SacCT email.

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### Part 2: Course Objectives

This course will introduce you to the process of teaching in psychology. The specific topic of the course will be determined by course the student is a Teaching Assistant for during the semester. Over the course of the semester, you will be expected to do the following:

- Exhibit understanding of general teaching and testing strategies.
- Display the ability to construct a syllabus and grading rubric.
- Prepare study sessions and a sample lecture.
- Comprehend ethical guidelines and concerns for privacy issues and student interactions.

You will meet the objectives listed above through a combination of the following activities in this course:

- Attending class sessions and weekly meetings (TBA), reading articles and participating in discussions (see #1 below).
  - Completing reading and companion **assignments** before the meeting for which they have been assigned (see #2 below).
1. **Meetings:** Teacher Assistants will meet once a week (TBA). It is your responsibility to attend all scheduled meetings. The only acceptable reasons to miss a lab meeting are a documented personal emergency (death of a close family member, car accident, etc.) or a documented physical illness (with a doctor's note). Your grade will be dropped by one letter grade for each unexcused absence. Excessive and unexcused tardiness (e.g., more than 10 minutes late on 3 separate occasions) will be treated as unexcused absence from meetings.
  2. **Assignments:** Teaching Assistants will be asked to read one article per week. Readings will vary from week-to-week and may include: assigned article via SacCT from the instructor.
  3. **Grading:** Grading consistently and understanding grading rubrics are a very important aspect of teaching. Thus, our first few meetings will focus on grading as well as how to use SacCT. The instructor will set up the overall SacCT website, but Teacher Assistants will be responsible for scheduling and updating information on quizzes and in-class assignments as well as calendar announcements.

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### Part 3: Topic Outline/Schedule

**Important Note:** Refer to the course calendar for specific meeting dates and times. Activity and assignment details will be explained in detail within each week's corresponding learning module. If you have any questions, please contact your instructor.

- **Week 01: Introductions to the course and SacCT.**
  - **Readings:** *Course Syllabus*. Review of course policy.
- **Week 02: Classroom etiquette and privacy issues.**
  - **Readings:** Handout 1: Review of department/university policy.
- **Week 03: How to create and grade an assignment.**
  - **Readings:** Handout 2: Grading Strategies.
- **Week 04: How to grade & give productive feedback. Part I.**
  - **Readings:** Handout 3: Designing Grading Rubrics.
  - **Due:** Mock assignment.
- **Week 05: How to grade & give productive feedback. Part II.**
  - **Readings:** Handout 4: Implementing Grading Rubrics.
  - **Due:** Mock rubric.
- **Week 06: Discussing the distribution and responding to student questions concerning grades.**
  - **Readings:** No additional reading.
- **Week 07: Teaching for the first time.**
  - **Readings:** Handout 5: Teaching for the first time.
- **Week 08: Preparing a course lecture. Part I.**
  - **Readings:** Handout 6: How to design a lecture.
- **Week 09: Preparing a course lecture. Part II.**
  - **Readings:** No additional readings.
  - **Due:** Mock lecture.

- **Week 10: Syllabus design. Part I.**
  - *Readings:* Handout 7: Syllabus design.
- **Week 11: Syllabus design. Part II.**
  - *Readings:* No additional readings.
- **Week 12: Preparation and etiquette at conferences and how to prepare your CV.**
  - *Readings:* Handout 8: Essentials for a successful career.
- **Week 12: Classroom communication.**
  - *Readings:* Handout 9: Classroom communication
  - *Due:* Draft CV.
- **Week 13: Summary of the semester.**
  - *Readings:* No additional readings.

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### Part 4: Grading Policy

#### Graded Course Activities

Visit the **Assignments** link in SacCT for details about each assignment listed below. (See Part 4 for more information about accessing tools and activities).

Points	Description
33	1. Meetings & Class Sessions: You must attend each meeting and class session. Unexcused absence results in a 5 pt deduction.
33	2. Assignments: Due at 5:00pm on the assigned date. Article assignments will be graded Pass/Fail. "Fail" on an assignment will result in a 5 pt deduction.
34	3. Grading & Study Sessions: During the semester you will be responsible for timely grading of student exams and holding study sessions prior to exams.
100	Total Points Possible

#### Late Work Policy

Late submissions will be penalized such that three late submissions will count as the equivalent of a failed paper. Your grade will be dropped by one letter grade for each Fail.

Be sure to pay close attention to deadlines—there will be no make up assignments or quizzes, or late work accepted without a serious and compelling reason and instructor approval.

#### Viewing Grades in SacCT

Points you receive for graded activities will be posted to the SacCT Grade Book. Click on the My Grades link on the left navigation to view your points.

Online grades will be updated each time a grading session has been complete—typically 1 week following the completion of an activity. You

will see a visual indication of new grades posted on your SacCT home page under the link to this course.

## Letter Grade Assignment

Final grades assigned for this course will be based on the percentage of total points earned and are assigned as follows:

Letter Grade	Percentage	Performance
Pass	93-100%	Excellent Work
	90-92%	Nearly Excellent Work
	87-89%	Very Good Work
	83-86%	Good Work
	80-82%	Mostly Good Work
	77-79%	Above Average Work
	73-76%	Average Work
	70-72%	Mostly Average Work
Fail	67-69%	Below Average Work
	60-66%	Poor Work
	0-59%	Failing Work

**Important note:** For more information about grading at Sac State, visit the academic policies and grading section of the university catalog.

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## Part 5: Course Policies

### Participation

Students are expected to participate in all online activities as listed on the course calendar. Unexcused absence results in a 5 pt deduction.

### Build Rapport

If you find that you have any trouble keeping up with assignments or other aspects of the course, make sure you let your instructor know as early as possible. As you will find, building rapport and effective relationships are key to becoming an effective professional. Make sure that you are proactive in informing your instructor when difficulties arise during the semester so that we can help you find a solution.

### Complete Assignments

**All assignments for this course will be submitted electronically through SacCT unless otherwise instructed.** Assignments must be submitted by the given deadline or special permission must be requested from instructor *before the due date*. Extensions will not be given beyond the next assignment except under extreme circumstances.

All discussion assignments must be completed by the assignment due date and time. Late or missing discussion assignments will effect the student's grade.

### Understand When You May Drop This Course

It is the student's responsibility to understand when they need to consider disenrolling from a course. Refer to the Sac State Course Schedule for dates and deadlines for registration. After this period, a serious and compelling reason is required to drop from the course. Serious and compelling reasons includes: (1) documented and significant change in work hours, leaving student unable to attend class, or (2) documented and severe physical/mental illness/injury to the student or student's family.

### Incomplete Policy

Under emergency/special circumstances, students may petition for an



incomplete grade. An incomplete will only be assigned if there is a documented medical reason. All incomplete course assignments must be completed within 1 year.

## Inform Your Instructor of Any Accommodations Needed

If you have a documented disability and verification from the [Office of Services to Students with Disabilities \(SSWD\)](#), and wish to discuss academic accommodations, please contact your instructor as soon as possible. It is the student's responsibility to provide documentation of disability to SSWD and meet with a SSWD counselor to request special accommodation *before* classes start.

SSWD is located in Lassen Hall 1008 and can be contacted by phone at (916) 278-6955 (Voice) (916) 278-7239 (TDD only) or via email at [sswd@csus.edu](mailto:sswd@csus.edu).

## Commit to Integrity

As a student in this course (and at this university) you are expected to maintain high degrees of professionalism, commitment to active learning and participation in this class and also integrity in your behavior in and out of the classroom.

### Sac State's Academic Honesty Policy & Procedures

"The principles of truth and honesty are recognized as fundamental to a community of scholars and teachers. California State University, Sacramento expects that both faculty and students will honor these principles, and in so doing, will protect the integrity of academic work and student grades."

Read more about Sac State's [Academic Honesty Policy & Procedures](#)

### Definitions

At Sac State, "**cheating** is the act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means."

"**Plagiarism** is a form of cheating. At Sac State, "plagiarism is the use of distinctive ideas or works belonging to another person without providing adequate acknowledgement of that person's contribution."

**Source:** Sacramento State University Library

**Important Note:** Any form of academic dishonesty, including cheating and plagiarism, may be reported to the office of student affairs.

**Course policies are subject to change.** It is the student's responsibility to check SacCT for corrections or updates to the syllabus. Any changes will be posted in SacCT.