



University of Illinois Springfield

Department of Psychology

Student Handbook 2009

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Welcome to the Psychology Department! In selecting psychology as your major or minor, you have chosen to pursue a greater understanding of the scientific study of human behavior and mental processes. Ideally, a major in psychology provides students with the fundamental liberal arts perspective and basic psychological understandings appropriate for many entry-level positions in business, government, industry, and education. Nearly half of psychology majors go on to earn advanced degrees and become researchers, clinical psychologists, counselors, case managers, administrators, grant coordinators, probation officers, and more.

This handbook offers information and guidance specifically designed for undergraduate students who wish to pursue either a major or a minor in the field of psychology at UIS. Our intention is to provide a concise source of answers to the many program-related questions that you will have over the next few years at this university. This handbook is specific to the Psychology Department at UIS. It is not a substitute for the UIS Student Handbook or the Undergraduate Catalog, and psychology students are strongly encouraged to review relevant sections of each.

The information contained in this handbook comes from a variety of sources. When possible, we have provided information regarding our sources and websites that can serve as handy references.

# TABLE OF CONTENTS

TABLE OF CONTENTS.....	3
THE PSYCHOLOGY MAJOR AND MINOR .....	5
What are the psychology entrance requirements? .....	5
What courses are required for a major in psychology?.....	5
Concentrations .....	6
Concentration Selection .....	9
Additional Requirements (Courses required of all UIS students) .....	9
What courses are required for a minor in psychology? .....	10
What’s the lowest grade I can receive in a course and still receive credit hours toward my BA degree? .....	11
What happens when a student is placed on “probation”? .....	11
LEARNING GOALS FOR PSYCHOLOGY MAJORS.....	11
Mission Statement.....	11
Student Learning Goals.....	11
Assessment of entry-level competencies and exit-level learning outcomes.....	12
ACADEMIC ADVISING .....	13
Who is my academic advisor? .....	14
When should I consult with my academic advisor? .....	14
How are my transferred courses used toward my degree? .....	15
Lower division and upper division courses.....	15
Course waivers .....	16
Transfer credit .....	16
REGISTRATION.....	17
Course schedules.....	17
WPI (with permission of instructor) & wait lists.....	17
Dropping/adding courses .....	18
Overloads .....	18
Can I take an “incomplete” for a course?.....	18
I’m planning to graduate this semester. What do I need to do?.....	19

THE PSYCHOLOGY DEPARTMENT .....	19
Psychology Department Faculty & Staff .....	19
Department Facilities .....	22
How can I get involved in psychology activities outside the classroom? .....	23
MORE ABOUT PSYCHOLOGY COURSES .....	24
Course descriptions .....	24
Questions about research participation .....	28
Questions about classroom etiquette .....	29
ACADEMIC RESOURCES .....	30
The Center for Teaching and Learning .....	30
Library resources .....	30
CAMPUS RESOURCES .....	30
GRADUATE SCHOOL .....	33
Some helpful websites.....	35

# THE PSYCHOLOGY MAJOR AND MINOR

## WHAT ARE THE PSYCHOLOGY ENTRANCE REQUIREMENTS?

Undergraduate psychology majors and minors must have completed one introductory psychology course (e.g., PSY 201 Principles of Psychology or its equivalent) before beginning their upper-division psychology courses at UIS. Students who have obtained scores of 4 and above on the Advanced Placement Psychology examination, or who have taken the Introductory Psychology CLEP test and obtained a score of 50 or higher, will receive proficiency credit for PSY 201 Principles of Psychology. Students are also expected to have completed their mathematics general education requirements. As of the Spring 2009 semester, incoming students will also need to have a 2.50 minimum GPA on a 4.0 scale to be admitted into the major. However, majors are only required to **maintain** the GPA standards established for UIS. Any time a student's overall GPA drops below 2.00, he or she is placed on academic probation.

Transfer students are admitted with a minimum of 30 semester hours, and work towards the Bachelor of Arts degree in Psychology after meeting the requirements in the [UIS Transfer Guidelines](#).

To declare your major/minor selection, complete a "Change of Curriculum" form (found at <http://www.uis.edu/regISTRATION/forms/ChangeOfCurriculum.pdf>) and return it to Records and Registration. You may also declare your concentration within psychology at this time using the same form, or you can wait to declare a concentration until after consulting with an Academic Advisor.

## WHAT COURSES ARE REQUIRED FOR A MAJOR IN PSYCHOLOGY?

Psychology majors are required to take a minimum of 36 hours in psychology. Eight of these hours must be PSY 302 Research Methods in Psychology (or its equivalent) and PSY 471 Senior Seminar. These two Core Courses address the problem solving, critical thinking, and communication skills common to psychology as a whole. It is recommended that PSY 302 be taken during the first semester (it serves as a prerequisite for all of our 400 level courses) and that PSY 471 be taken during the final semester. PSY 301 Orientation & Entrance Assessment is a non-credit-bearing course used to track exam completion at entry. Students must register for PSY 301 during their first semester of enrollment as psychology majors. Students who do not complete the entrance exam during their first semester will not be allowed to register for additional psychology coursework until the exam has been completed.

**Core Courses** (Courses required of all Psychology Majors)

PSY 301 Orientation & Entrance Assessment .....	0 Hrs
PSY 302 Research Methods in Psychology .....	4 Hrs
PSY 471 Senior Seminar.....	<u>4 Hrs</u>

Total = 8 Hrs

The additional 28 hours will vary depending on the Concentration selected or designed by each student.

## CONCENTRATIONS

Concentrations are recommended sequences of courses designed to offer an in-depth exposure to particular content areas within psychology. They are designed primarily for students with specific personal or career goals in mind. Concentrations will appear on your transcript, but do not appear on your diploma.

The program course core requirements and recommended 28-hour concentration options are as follows (courses noted with a “**W**” are writing emphasis courses):

**Clinical/Counseling Concentration**

*Required course:* PSY 351W Abnormal Psychology..... 4 Hrs

*Relevant concentration courses - choose **three** courses from the following:*

PSY 303 Statistics for the Behavioral Sciences	
PSY 311 Cognitive Psychology	
PSY 315W Psychoactive Drugs	
PSY 321W Life-Span Developmental Psychology	
PSY 331 Social Psychology	
PSY 412 Introduction to Biopsychology	
PSY 441W Theories of Personality	
PSY 452W Introduction to Clinical Psychology	
PSY 453 Psychological Foundations for Helping	
PSY 457 Behavior Modification	
PSY 458 Psychological Tests & Measurement.....	<u>12 Hrs</u>

Total = 16 Hrs

*Psychology Electives (300 or 400 level).....* 12 Hrs

Concentration Total = 28 Hrs

\*Note: PSY 321, PSY 331 and PSY 351 fulfill the prerequisites for admission to the Human Development Counseling MA program at UIS.

### Developmental Concentration

*Required course:* PSY 321W Life-Span Developmental Psychology..... 4 Hrs

*Relevant concentration courses - choose **three** courses from the following:*

PSY 303 Statistics for the Behavioral Sciences

PSY 311 Cognitive Psychology

PSY 313W Critical Thinking

PSY 322W Child Development

PSY 323W Adolescence

PSY 324W Exceptional Child

PSY 326W Family Psychology

PSY 331 Social Psychology

PSY 412 Introduction to Biopsychology

PSY 413W Psychology of Learning and Memory

PSY 416 Psychology of Motivation ..... 12 Hrs

Total = 16 Hrs

*Psychology Electives (300 or 400 level)..... 12 Hrs*

Concentration Total = 28 Hrs

### Educational Psychology Concentration\*

*Required course:* PSY 327W Educational Psychology..... 4 Hrs

*Relevant concentration courses - choose **three** courses from the following:*

PSY 311 Cognitive Psychology

PSY 313W Critical Thinking

PSY 321W Life-Span Developmental Psychology

PSY 322W Child Development

PSY 323W Adolescence

PSY 324W Exceptional Child

PSY 326W Family Psychology

PSY 413W Psychology of Learning and Memory

PSY 416 Psychology of Motivation

PSY 457 Behavior Modification	
PSY 458 Psychological Tests and Measurement .....	<u>12 Hrs</u>
	Total = 16 Hrs

*Psychology Electives(300 or 400 level)*.....12 Hrs

Concentration Total = 28 Hrs

\*Note: This is the appropriate concentration for elementary education candidates. PSY 322, PSY 324, and PSY 327 fulfill requirements of the TEP Program for Elementary Education. PSY 323 and 327 satisfy prerequisites for a minor in Secondary Education.

### **Experimental Psychology Concentration**

*Required course:* PSY 303 Statistics for the Behavioral Sciences.....4 Hrs

*Relevant concentration courses - choose **four** courses from the following:*

PSY 311 Cognitive Psychology	
PSY 313W Critical Thinking	
PSY 314 Sensation and Perception	
PSY 315W Psychoactive Drugs	
PSY 321W Life-Span Developmental Psychology	
PSY 331 Social Psychology	
PSY 351W Abnormal Psychology	
PSY 412 Introduction to Biopsychology	
PSY 413W Psychology of Learning and Memory	
PSY 416 Psychology of Motivation	
PSY 417 Perceptual Learning	
PSY 441W Theories of Personality	
PSY 458 Psychological Tests & Measurement.....	<u>16 Hrs</u>
	Total = 20 Hrs

*Psychology Electives(300 or 400 level)*.....8 Hrs

Concentration Total = 28 Hrs

### **Individualized Concentration**

*Required course:* None

*Relevant concentration courses - choose any **seven** upper division (300- or 400-level) psychology courses.*

Concentration Total = 28 Hrs

## CONCENTRATION SELECTION

**All Psychology students must meet with a Faculty Advisor *at least once* to formally select and tentatively plan the Concentration of courses they propose to pursue.** Once you decide upon a concentration you must record your selection with Records and Registration, using the the “Change of Curriculum” form (<http://www.uis.edu/registration/forms/documents/CHANGEOFCURRICULUMFM.pdf>) to do so.

Students planning to earn a minor in elementary education through the Teacher Education program and to obtain teacher certification should follow the *Educational Psychology Concentration*. ***Please note that you must formally apply to and be accepted by the Teacher Education Program in order to earn a minor in elementary education.***

Students planning to obtain a position in business, government, or industry following graduation may choose to obtain a broad exposure to the field of psychology by following the *Experimental Psychology Concentration*.

For students planning to pursue employment in the helping professions, a career in higher education, or a position doing research in the field, it must be emphasized that such activities generally require a graduate degree (M.A., M.S.W., Ph.D., Psy.D. or Ed.D.). The required core courses and recommended course concentrations offered by psychology in the *Clinical/Counseling*, *Developmental*, *Educational*, and *Experimental* concentrations are designed to offer an education appropriate for continued study at the graduate level in psychology and related fields. Nonetheless, students may want to tailor their course selections to the particular admission requirements of a specific institution or profession. To accommodate this need we also have an *Individualized* concentration available, which should be planned in consultation with one’s academic advisor. Regardless of concentration, students who plan to pursue advanced studies after obtaining a B.A. degree are strongly encouraged to consult with their academic advisors in order to design an appropriate undergraduate course plan.

## ADDITIONAL REQUIREMENTS (COURSES REQUIRED OF ALL UIS STUDENTS)

### General Electives

Any 300- or 400- level courses, psychology or non-psychology.....12 Hrs

## ECCE Courses

ECCE courses are university required, upper-division “general education” courses. Students are required to take one course from each of four categories (typically 3 credit hours each), plus the speaker series (1 credit).

ECCE US Communities .....	3 Hrs
ECCE Global Awareness.....	3 Hrs
ECCE Engagement Experience.....	3 Hrs
ECCE Elective .....	3 Hrs
UNI 301 Speaker Series.....	1 Hr
	Total = 13 Hrs

Total Upper Division Degree Hours = 61

The courses that are offered vary from semester to semester, and because they are required courses they tend to fill up quickly. The ECCE advising guides can be found here:

<http://www.uis.edu/academicplanning/curriculum/ecceadvisingguides.html>

You can find all ECCE courses offered within each category by going to the dynamic course schedule (<http://www.uis.edu/registration/courseschedule/index.htm>) and doing a search in which you select all departments, and choose one or all of the ECCE categories in the “attributes” field. These can also be found, in a more static form along with all lower division gen ed courses, at

<http://www.uis.edu/generaleducation/curriculum/courselist.html>.

## WHAT COURSES ARE REQUIRED FOR A MINOR IN PSYCHOLOGY?

To earn a minor in psychology, students must complete a minimum of 20 semester hours, at least 16 of which must be upper-division course work taken at the University of Illinois at Springfield. Four of these hours must be PSY 302 or its equivalent. Students who have earned a B or better in lower-division psychology courses beyond introductory psychology at another institution may use those courses as the basis for a reduction of up to four hours in the total hours required for a minor. PSY 302 is the only required course for a minor in Psychology. The remaining 16 hours may be selected from any Psychology course offerings, however all Psychology minors must complete a course curriculum form in which they specify the curriculum they have designed in consultation with their advisors. This curricular design must be specified and on file in the Psychology Program Office prior to enrollment beyond the first psychology course taken at UIS. This curricular plan may be modified subsequently in consultation with an advisor.

## WHAT'S THE LOWEST GRADE I CAN RECEIVE IN A COURSE AND STILL RECEIVE CREDIT HOURS TOWARD MY BA DEGREE?

Students entering the major as of the Spring 2009 semester will be required to earn a grade of “C” in all psychology coursework used to satisfy major requirements. But remember, students whose GPAs fall below 2.00 are placed on academic probation. Moreover, minor programs may have additional restrictions related to GPAs. For example, the Teacher Education Program requires their elementary education minors to maintain a 2.75 GPA in their majors.

## WHAT HAPPENS WHEN A STUDENT IS PLACED ON “PROBATION”?

The student must confer with her or his academic advisor and obtain the advisor’s permission to register for the next semester. The student will **not** be allowed to register for more than 12 credit hours if the next semester is a spring or fall term, or more than 6 credit hours in the summer term. **Students who are placed on academic probation for two semesters in a row are suspended from UIS.** Please refer to the UIS catalog for further information about academic suspension.

## LEARNING GOALS FOR PSYCHOLOGY MAJORS

### MISSION STATEMENT

At the University of Illinois at Springfield, the Psychology Department’s primary mission is to assist its majors in developing the knowledge, skills, and values that define psychology, academically, as a contemporary social science discipline and, professionally, as the foundation for a variety of post-baccalaureate career paths. As a department within the College of Liberal Arts and Sciences, the Psychology faculty has a related but secondary mission, shared with all other departments within the College, to build upon and further enhance the fundamental knowledge, skills, and values of a liberal arts education among all of its students.

### STUDENT LEARNING GOALS

In the fall of 2003 the UIS Psychology Department established the following 16 undergraduate learning goals for psychology majors, based upon faculty review of the APA Task Force recommendations and the curriculum. Upon successful completion of the program, psychology majors will be able to:

- describe the nature and historical development of psychology as a social science

- explain the behavioral, biological, cognitive, humanistic, psychodynamic, and sociocultural perspectives within psychology
- demonstrate knowledge in selected content and applied areas of psychology (e.g., biological bases of behavior, clinical and counseling, cognition and learning, developmental, educational, or social)
- demonstrate an understanding of the APA Code of Ethics and describe relevant ethical issues within selected content areas
- describe different research methods used by psychologists
- recognize the proper application of descriptive and basic inferential statistical techniques for quantitative reasoning purposes
- use computers to conduct information searches and data analyses
- demonstrate informational competence by formulating a research topic, conducting a literature search, selecting valid and appropriate sources, and accurately summarizing selected literature
- differentiate between ethical and unethical uses of information
- evaluate the strengths and weaknesses of research reports
- demonstrate critical thinking about psychological information
- explain how psychological knowledge and techniques can be used to address personal and social issues
- demonstrate tolerance for ambiguity and an appreciation for the psychological complexities of real-life problems
- demonstrate effective writing and oral communication skills
- recognize the importance of human diversity markers and explain their relevance to the science and practice of psychology
- use knowledge of psychology and psychology-related careers to clarify and enhance personal career choices.

## ASSESSMENT OF ENTRY-LEVEL COMPETENCIES AND EXIT-LEVEL LEARNING OUTCOMES

All psychology majors are required to participate in assessments of their knowledge of information in the field of psychology, written communication skills, critical thinking abilities, and library/computer research skills. There are two components to this assessment process. One is a 35-item, multiple-choice test about psychology that all students are required to complete as part of the PSY 301 Orientation and Entrance assessment course, which is to be taken during the first semester of upper division coursework in psychology. **Psychology orientation and entrance testing sessions are held during the first two weeks of each semester.** A schedule is posted in the Psychology Department and may be accessed by visiting the Program's web site, and all incoming majors are notified by mail. This test is taken again during PSY 471 Senior Seminar. These exam scores will be used for psychology curriculum review and

planning. All scores are entered into a department database to allow psychology faculty to track learning outcomes for program evaluation and development purposes.

In addition, PSY 471 Senior Seminar focuses on student portfolio development and provides students with an integrative capstone experience. Using the learning guidelines drafted by the APA's Task Force on Undergraduate Psychology Major Learning Goals and Outcomes, majors will be required to prepare a portfolio that reflects learning and skill competencies in several areas. Portfolios will include documentation of learning experiences within the major curriculum, as well as of achievement in the following areas:

- writing skills development
- informational search skills and competence
- knowledge of research methods
- computer skills
- ability to think critically about psychological information
- reflection on the personal value of learning
- sensitivity to ethical guidelines within the discipline and to diversity issues
- tolerance for ambiguity
- oral communication skills

Documentation will involve samples of work products from psychology courses previously taken, as well as independent work specifically prepared for Senior Seminar. ***In anticipation of PSY 471 Senior Seminar, students should save all of their graded papers or writing assignments from psychology courses in order to provide documentation of writing skills development.*** A list of psychology courses specifically designated as courses requiring formal written assignments can be found via the course description link on the Curriculum page of our department's website:

<http://www.uis.edu/psychology/curriculum/index.html>.

Students in PSY 471 Senior Seminar also will complete, anonymously, an exit survey regarding their perspectives on the academic advising, course scheduling, and quality of instruction they received within the Psychology Program.

## ACADEMIC ADVISING

Advising-related information is found in the official course catalog, the campus brochure on academic advising, and this student handbook. Petition forms, change of advisor forms, and graduation contract forms are available at the department website:

<http://www.uis.edu/psychology/students/forms/index.html> .

## WHO IS MY ACADEMIC ADVISOR?

Students will be assigned an academic advisor upon entrance into the psychology department. All psychology majors and minors at UIS will receive an email from the department (sent to their UIS email account) which provides them with the name, office address, and phone number of their academic advisors. It is strongly recommended that you keep all correspondence from the university. If you've lost the email and forgotten your advisor's name, you may phone or e-mail the psychology department secretary (217 206-6696; [psy@uis.edu](mailto:psy@uis.edu)). The names, phone numbers, and e-mail addresses of all psychology faculty are also provided in this handbook below and on the department's web site at <http://www.uis.edu/psychology/>.

Students who wish to be re-assigned or assigned to a particular faculty member must complete a *selection/change of faculty advisor* form and submit it to the department secretary. Students who request a particular faculty member must obtain his or her signature of acceptance before the assignment will be made officially. Occasionally, the advisor a student requests is already carrying a full load of advisees and will not be able to accommodate an additional student. Under such circumstances, students will be assigned to another available advisor within the department.

If you have a minor or another major, you will have a separate advisor for that minor or second major.

## WHEN SHOULD I CONSULT WITH MY ACADEMIC ADVISOR?

Once students formally select a course concentration, they are not required to meet with their advisors again. Nonetheless, they are strongly advised to do so. Additional advising sessions may be used to help students complete petitions for transferring credit, map out a semester-by-semester course plan, discuss career options, prepare to apply to graduate schools, complete the graduation contract, and so on. Whenever you have a question related to any of these topics, you should meet with your advisor. You should consider meeting with your academic advisor *at least once* each semester to plan courses for the next semester. We recommend that you use the information and guidelines provided in this handbook and on our website to fill out your concentration planning forms yourself, and then submit them to your advisor for feedback.

Faculty are available for advising beginning the week before courses formally begin each semester, but they are not usually available to meet with students during the breaks between semesters or during thanksgiving and spring break weeks. Students who would like to register for an applied study term placement (AST), to request letters of recommendation for jobs or graduate school, or to consult with their advisors about academic concerns should anticipate these needs and schedule an appointment with their advisors during the regular semester or during the week before the next semester formally begins.

It is strongly advised that you make an advance appointment with your academic advisor, by phone or e-mail, so that he or she can review your file and be better prepared to help you. All faculty in the

department post their office hours for each semester, so you can also stop by his or her office during those times. However, it is possible that other students may also be waiting to consult with your advisor during that same hour, so it is usually best to schedule an appointment.

You should not expect your advisor to be available if you drop by their office without an appointment. It would be unreasonable to expect your advisor to drop whatever they're working on to help you instantly. Faculty members have many responsibilities at the university, only two of which are teaching and advising. Faculty members conduct research and carry a variety of administrative and professional responsibilities, both inside and outside the campus. It is important to be respectful of their time.

## HOW ARE MY TRANSFERRED COURSES USED TOWARD MY DEGREE?

Students enrolling in upper-division coursework in psychology should have completed the general education requirements specified by UIS. Students may begin their psychology coursework despite general education deficiencies, but you are strongly encouraged to complete these as soon as possible. For those with additional questions about general education requirements, please see the general education website (<http://www.uis.edu/generaleducation/index.html>) or contact a general education advisor.

Transfer students who enter with 60 credit hours or more must meet general education requirements as well as the campus residency requirement. The residency requirement specifies that transfer students must earn a minimum of 30 semester hours at UIS, 13 of which must satisfy campus requirements for course work in the *Engaged Citizenship Common Experience* (ECCE) curriculum. Transfer students majoring in psychology must also fulfill all specific requirements for this major, with a minimum of 16 psychology hours completed at UIS.

In order to major in psychology incoming students must have completed one course in introductory psychology and, effective fall 2009, have a GPA of at least 2.50 on a 4.0 scale.

## LOWER DIVISION AND UPPER DIVISION COURSES

*Lower-division* refers to courses designed for first- and second-year undergraduates (e.g., “freshmen” & “sophomores”), which typically are introductory or fundamental level courses. These courses are typically at the 100 or 200 level. *Upper-division* refers to more advanced or content-intensive courses designed for third- and fourth-year undergraduates (e.g., “juniors” & “seniors”). These courses are typically at the 300 or 400 level. Course numbering systems vary from college to college; however, the level is usually represented by some feature of the course numbering system.

## COURSE WAIVERS

Because we consider academic work at UIS to be a continuation of the student's previous education, students who have earned a B or better in a lower-division psychology course beyond an introductory psychology course at another institution (and have taken the course within the past six years) may petition to use it to waive the required course in a psychology concentration. A waiver based on lower-division coursework does not reduce the total number of credit hours required in the major.

To waive the content of a **required course**, the following points need to be kept in mind by the student. The student should submit a copy of the syllabus from the course taken elsewhere with a student petition to their advisor. Student petitions for course waivers are provided on our website (<http://www.uis.edu/psychology/students/forms/index.html>) the approval of the petition for waiver needs to have the signatures of the instructor of the core course for which waiver is requested, as well as the signatures of the student's advisor and the program chairperson. If the previously taken course was **a lower division course (100 or 200 level)**, a grade of **B or better** must have been awarded for the waiver to be considered. If the previously taken course was **an upper division course (300 or 400 level)**, a grade of **C or better** is required. **In all cases, the previously taken coursework must have been completed within the past 6 years.** A waiver, unless specifically designated as a request for transfer credit, does **not** alter the number of hours a student needs to graduate.

## TRANSFER CREDIT

A major area for which advising is sought involves transfer of credits. **Unlike waivers, transfer of credit, when granted, does effectively reduce the total number of credit hours needed for a BA at UIS.** Only transfer credit hours with a grade of C or better are acceptable for advanced standing at the junior or senior level.

If the previously taken coursework was (1) **at an upper-division level**, (2) **has been identified by the admissions office as eligible transfer credit**, and (3) **will be applied toward general electives hours at UIS**, no petition is needed. In addition, no petition is needed to transfer previously taken, upper-division, **psychology** credit hours as long as a C or better grade was awarded and the course was taken within the last six years. However, please remember that the campus residency requirement (a minimum of 30 hours taken at UIS) is applicable when a student intends to earn a bachelor's degree at UIS. Thus, for an undergraduate psychology major, sixteen hours of the minimum 30 residency hours must be psychology program course work.

Certain allowances are also made for the application of **lower-division credits** in psychology toward the general elective requirements of the major at UIS **when students transfer to UIS with more than 60 lower-division credit hours of previously taken coursework.** Students must formally file a petition to apply lower-division transfer credit toward the 60 upper-division hours needed for a BA at UIS. The minimum grade requirement for previously taken, lower-division, **non-psychology** courses is a C. However, please note that only lower-division **psychology** courses taken within the past six years and

for which the student has been awarded a B or better are eligible for transfer consideration relative to the psychology major requirements. In all cases, a maximum of 12 hours of lower division credit can be used to fulfill upper-division BA requirements at UIS.

## REGISTRATION

### COURSE SCHEDULES

The UIS spring course schedule is typically mailed to current UIS students during the first week in November. The summer and fall schedules are combined and are typically mailed during the first week of April. Schedules are also posted on the web and can be accessed from a link on the university's main page at <http://www.uis.edu/> and hard copies are available in the Registrar's office in University Hall and the lobby of the Student Affairs Building (SAB). Apart from this, the psychology department typically makes its anticipated course schedules available to students approximately two semesters in advance. These tentative schedules are posted on the bulletin board outside the program's main office (UH 3144).

### WPI (WITH PERMISSION OF INSTRUCTOR) & WAIT LISTS

All psychology core courses and online courses are listed as requiring WPI or 'with permission of instructor.' The WPI system is designed to give psychology students priority for obtaining seats, particularly in the core and required concentration courses. The WPI process allows students to reserve a seat in a course before actually registering for the course. **WPIs may be obtained beginning about one week prior to the official opening of general registration.** The Program Secretary will send an email to all students notifying them that priority registration has begun, along with instructions for obtaining permissions. The Program Secretary electronically issues WPIS, and students are expected to officially enroll before the WPI expires (within 24 hours). Students who fail to register within that time period may forfeit the WPI to another student who is on the wait list.

At times, there are many more students seeking to enroll in psychology courses, or a particular course section, than can be reasonably accommodated. In such cases, the Psychology Department Secretary maintains a "wait list"-- a list of students who want to register for the course if an opening becomes available. Having your name on the wait list does not guarantee that you will eventually be able to enroll in the course. However, the secretary makes every effort to keep waiting students informed about the probability they will or will not be able to enroll in the course. Depending upon the needs and demands of the students and the number of students who are waiting to enroll, the Psychology Department Chair makes decisions about including additional sections for these courses. Information about any added sections or schedule changes is also available in the bulletin board outside the Department's Main Office.

## DROPPING/ADDING COURSES

The UIS course schedule lists dates for withdrawal and for dropping and adding of courses each semester. Depending upon this official calendar, the students become responsible for specific amounts of tuition fee payments. Week 10 of the semester is typically the deadline for receiving a prorated refund on tuition and fees following withdrawal from full term courses. These dates are subject to change, however, so students are strongly encouraged to review the schedule of official deadlines each semester. Students should also be aware that many faculty will not admit new students to their courses after the 1<sup>st</sup> or 2<sup>nd</sup> week of class.

## OVERLOADS

The maximum number of credit hours students may enroll in per semester is 18. In some circumstances it may be permissible for students to take an “overload,” or carry more than 18 credits in a semester. The department’s policy is to only consider granting overloads for students who have an institutional GPA of 3.3 or higher. Meeting this GPA requirement does not mean that your request will automatically be approved at the departmental level, but it does mean that if you do not meet this requirement your request will be denied. You should meet with your advisor to discuss your overload. Summer overloads will not be granted, regardless of GPA.

## CAN I TAKE AN “INCOMPLETE” FOR A COURSE?

An “incomplete” notation may be assigned in lieu of a course grade when extraordinary circumstances prevent a student from completing a course. Incompletes are granted at the instructor or professor’s discretion; however, the Psychology Department has a strict policy of not awarding an “incomplete” in cases where it is requested by a student in order to avoid a failing grade.

Faculty are required to file a provisional grade whenever they grant an “incomplete.” According to the UIS policy regarding “incompletes”, the maximum allowable time period for fulfilling course requirements is 12 months; **after 12 months, if a new grade has not been officially filed, the Incomplete is automatically replaced by the provisional grade.**

Students who successfully negotiate an “incomplete” in a psychology course are strongly encouraged to make sure (a) the terms of the incomplete are formally documented by a written contract, clearly specifying the work that must be completed, and (b) the contract has been placed in the student’s program file. Without formal documentation, students can be left with little recourse for grade change when an incomplete was awarded by a part-time instructor or full-time faculty member who is no longer employed at UIS.

## I'M PLANNING TO GRADUATE THIS SEMESTER. WHAT DO I NEED TO DO?

A student should file a graduation contract no later than the end of the third week of classes of the semester or summer term during which degree requirements will be completed. Graduation contract forms are available from the records and registration office and can also be found on our website (<http://www.uis.edu/psychology/students/forms/ba%20graduation%20contract.pdf>). The graduation contract is a form on which you list all courses taken to meet the program and university requirements. All major coursework, including psychology core **and** elective courses, should be listed under Major Requirements. For additional guidance, please see our Graduation Contract Helpful Hints (<http://www.uis.edu/psychology/students/forms/documents/graduationcontracthelp.doc>).

Students should review the helpful hints form and submit their graduation contracts to their academic advisors for review and approval. Advisors review contracts for consistency with degree requirements, correct any errors, and then forward them to the department chairperson. Signed contracts are then sent to the Office of Enrollment Services and eventually to the Dean of the College of Liberal Arts and Sciences for additional signatures. **Because of the many signatures required, please submit your graduation contract to your advisor at least a week before the last day for filing them that semester.** Although students may officially graduate at the end of any semester or at the end of the summer term, a commencement ceremony to publicly award degrees is held only once each year, at the end of the spring semester. Eligibility to participate in the May commencement ceremony is explained in the spring semester course schedule. Under certain circumstances, students who will officially complete their degree coursework during the summer semester may petition to participate in the preceding May ceremony.

## THE PSYCHOLOGY DEPARTMENT

### PSYCHOLOGY DEPARTMENT FACULTY & STAFF

#### Full-Time Faculty

Each full-time faculty member of the Psychology Program has earned a doctorate in the field. All chose to accept a position at UIS because they wanted to work in a setting that valued teaching above all else. Although each faculty member is involved in many professional activities (such as research, writing, professional practice, and professional presentations), each also is primarily committed to providing the best educational opportunities possible for every student. We all enjoy teaching and encourage students to take advantage of the unusual opportunity UIS offers for frequent interaction with professors. Your current psychology faculty are:

Jason Barker, Ph.D. University of Arizona

Assistant Professor

Specialization: Cognitive Psychology, Language Processing, Reading, and Eye-Tracking.

Office: UH 3135; Phone: 206-8226

[Barker.Jason@uis.edu](mailto:Barker.Jason@uis.edu)

Keith Burton, Ph.D., University of Arizona

Assistant Professor and Chair

Specialization: Clinical Neuropsychology, Psychophysiology, Emotion, Dementia, and Healthy Aging

Office: UH 3124; Phone: 206-8202

[Burton.Keith@uis.edu](mailto:Burton.Keith@uis.edu)

Karen Mooney, Ph.D., Florida Atlantic University

Assistant Professor

Specialization: Developmental Psychology and Friendships in Adolescence

Office: UH 3132; Phone: 206-8337

[Mooney.Karen@uis.edu](mailto:Mooney.Karen@uis.edu)

Lynn Pardie, Ph.D., Southern Illinois University at Carbondale

Professor and Associate Vice Chancellor for Graduate Education and Research

Specialization: Clinical Psychology, Clinical Assessment, Transpersonal Theories of Psychological/Spiritual Development.

Phone: 206-7230.

[Pardie.Lynn@uis.edu](mailto:Pardie.Lynn@uis.edu)

Karen Pressley, Ph.D., University of Arizona

Assistant Professor

Specialization: Cognitive Neuroscience, Electroencephalography (EEG), functional MRI, learning, attention, emotion

Office: UH 3130; Phone: 206-8203

[Pressley.Karen@uis.edu](mailto:Pressley.Karen@uis.edu)

Sheryl Reminger, Ph.D., University of Arizona

Assistant Professor

Specialization: Clinical Neuropsychology, Geropsychology, Pediatric Neuropsychology, Neuroimaging, Neurological Effects of Cancer Treatment, and Cognitive Impact of Chronic Disease.

Office: UH 3123; Phone: 206-8011

[Reminger.Sheryl@uis.edu](mailto:Reminger.Sheryl@uis.edu)

Frances Shen, Ph.D., Southern Illinois University at Carbondale

Assistant Professor

Specialization: Counseling Psychology, Multicultural and Diversity Issues, Asian American Psychology

Office: UH 3133; Phone: 206-7270

[Shen.Frances@uis.edu](mailto:Shen.Frances@uis.edu)

Carrie Switzer, Ph.D., University of Pittsburgh

Associate Professor

Specialization: Educational/Developmental Psychology and Volunteerism.

Office: UH 3126; Phone: 206- 7229

[Switzer.Carrie@uis.edu](mailto:Switzer.Carrie@uis.edu)

Marcel Yoder, Ph.D., University of Louisville

Associate Professor

Specialization: Social Psychology, Resource Allocation, and Social Cognition.

Office: UH 3128; Phone: 206- 7228

[Yoder.Marcel@uis.edu](mailto:Yoder.Marcel@uis.edu)

#### PROFESSORS EMERITUS

Joel Adkins, Ph.D., University of California, Los Angeles

Professor Emeritus

Specialization: Psychobiology, psychological theory, and theories of brain function.

Ron Havens, Ph.D., West Virginia University

Professor Emeritus

Areas of specialization: Clinical Psychology, Eclectic Psychotherapy, and Hypnosis

Jonathan Hess, Ph.D., Purdue University

Professor Emeritus

Specialization: Experimental Psychology and Biopsychology, Clinical Neuropsychology, Hormones and Behavior.

John Miller, Ph.D., University of Missouri-Columbia

Professor Emeritus

Specialization: Consulting Psychology, Family Therapy, Psychotherapy, and Management Psychology.

#### Office Hours

All full-time faculty members hold office hours during the regular workweeks of each semester. The schedule of office hours is given to the Department Chair and Secretary. When it is necessary to miss scheduled office hours, a note is typically posted on the faculty member's office door and the

Department Secretary is also notified. Office hours are not scheduled during times regularly reserved for department meetings (Thursdays at noon).

### Contacting Adjunct Faculty

Each semester the Psychology department hires several part-time and adjunct faculty members to teach specific courses for us. All part-time faculty and adjunct faculty members possess at least a Master's degree and many possess a Doctorate. These professionals typically work full-time in the community and teach one or two courses per year in their specialty areas. Students may leave messages or materials for part-time instructors in the Psychology Department's main office [UH 3144, (217) 206-6696], but part-time faculty do not serve as academic advisers and do not supervise independent study projects or tutorials.

### Department Chair

The Chair of the Psychology Department is a full-time faculty member elected by the department's faculty. Among many other duties and responsibilities, the Chair is responsible for coordinating course schedules, guiding curriculum development, and assisting in mediating student grievances and concerns. The Psychology Chair is Dr. Keith Burton. His office is located in UH 3124. Phone: (217) 206-8202. E-mail: [Burton.Keith@uis.edu](mailto:Burton.Keith@uis.edu)

### Main Office Staff and Hours

The Department's main office is located in Office 3144, on the 3rd floor of University Hall (UH). Our Secretary, Lou Bobb, assists students with adviser assignments and WPIs for registration. Main office hours are Monday through Friday, 8:30am to 5:00pm; however, the office is typically closed during the Secretary's lunch period. The Department's Main Office phone number is (217) 206-6696.

### Graduate Assistants

The Department is fortunate to have two part-time graduate assistants during the Fall and Spring semesters. Graduate assistants' activities include: proctoring exams, grading assignments, tutoring students, monitoring the psychology computer lab, providing student assistance during course-related exercises and specialized review sessions, and assisting faculty with research. Please ask your instructor which Graduate Assistant has been assigned to your course. GA offices are located in UH 3137. The office hours for each GA are posted on their office door.

## DEPARTMENT FACILITIES

### Department Bulletin Boards

Bulletin boards in this wing of the University Hall contain information relevant to psychology students, such as information about Psi Chi (our student honor society), ongoing research projects, professional organizations (such as the American Psychological Association), available Applied Study placements, scholarships, and various graduate schools. Faculty and student scholarship are also posted on bulletin boards in the hallways for your perusal.

### Psychology Labs

The department's multipurpose lab is located in UH 3118. A considerable amount of laboratory equipment (pursuit rotors, timers, memory drums, biofeedback equipment, reaction time apparatus, etc.) is stored in this room for course- and research-related use. Please consult your adviser or one of your professors if you would like to examine this equipment with an eye toward conducting a formal or informal research project. The Psychology Department also contains three smaller lab rooms for project-related use by faculty (UH 3125, 3127, 3129).

### Psychology Computer Lab

A computer lab for psychology course-related use is located in the Psychology Department, in UH 3116. This lab is not available for general student use.

### Campus Computer Labs

Other computer facilities are available on campus for general student use. The main computer lab on campus is located in **University Hall 2030**. Hours of operation for the lab can be accessed at <http://www.uis.edu/its/otherservices/labs.html#general> or by phone at 206-7100. Other computer labs are located in: Brookens 180 (multimedia lab) and Health Sciences Building 108.

Students must have an i-card to use the UIS lab computers and printers. More information about i-cards is provided under the Helpful Resources heading below.

### Observational/Video Taping Area

The Psychology Department has a large clinical/research observation suite with one-way mirrors between interview rooms, as well as recording and special classroom facilities that can be used for training and research purposes.

## HOW CAN I GET INVOLVED IN PSYCHOLOGY ACTIVITIES OUTSIDE THE CLASSROOM?

### Psi Chi

Psi Chi is the National Honor Society in psychology. Its purpose is to encourage, stimulate, and maintain excellence in scholarship, and advance the science of psychology. Psi Chi serves two major goals. The first goal is to provide academic recognition of its inductees by membership. The second goal is to offer a climate to stimulate professional growth through the programs and activities offered by the Psi Chi chapter. The psychology program at UIS functions as the local chapter for the city of Springfield. Because this is an academic honor society, there are qualifications for membership. The student must have: (a) completed a minimum of 12 semester hours of psychology courses at UIS, (b) no more than 8 hours of incomplete courses, and (c) a GPA ranking in the top one-third of the class. Although these requirements are needed to join Psi Chi at the national level, all psychology students are encouraged to participate in psychology department events at the local level. The faculty adviser and the local chapter officers can be reached through the psychology department office at (217) 206-6696. For more information, see the national organization's web page at [www.psichi.org](http://www.psichi.org).

## Become a Student Affiliate of the American Psychological Association

Undergraduate students in psychology can become APA affiliates, which entitles them to receive the organization's monthly professional publication, *Monitor on Psychology*, as well as a variety of product discounts. Currently, the annual fee for student affiliate membership is \$27 for undergraduates. More information on applying for student affiliate membership can be accessed at <http://www.apa.org/membership/forstudents.html>.

# MORE ABOUT PSYCHOLOGY COURSES

## COURSE DESCRIPTIONS

**PSY 201 - PRINCIPLES OF PSYCHOLOGY** A survey of significant theory, issues, methods of inquiry, and applications in all areas of psychology. Course Information: This course fulfills a general education requirement at UIS in the area of Social and Behavioral Sciences (IAI Code: S6 900).

3.000 Credit Hours

**PSY 212 - BRAIN AND EMOTION** This course investigates the underlying theories of emotion, cultural understandings of emotion, and the brain mechanisms of emotion. Course Information: This course fulfills a general education requirement at UIS in the area of Social and Behavioral Sciences. 3.000 Credit Hours

**PSY 214 - PSYCHOLOGICAL PERCEPTION OF ART** Throughout human history, art has played a role from cave-drawings to modern man sometimes paying millions of dollars for a work of art. How did this capacity and need for art evolve along with consciousness? We will explore how the visual process occurs when viewing diverse works of art. Course Information: This course fulfills a general education requirement at UIS in the area of Social and Behavioral Sciences. 3.000 Credit Hours

**PSY 301 - ORIENTATION AND ENTRANCE ASSESSMENT** Brief orientation to the major and pre-curriculum evaluation of undergraduate-level knowledge and skills within the discipline of psychology. Required for all psychology majors during their first semester of upper-division enrollment. Course Information: Credit/No Credit grading only. Prerequisite: PSY 201 or equivalent. 0.000 Credit Hours

**PSY 302 - RESEARCH METHODS IN PSYCHOLOGY** The experimental method in psychology, including philosophical background and introduction to research strategies, designs, and descriptive statistics. Course Information: Prerequisite: PSY 201 or equivalent. 4.000 Credit Hours

**PSY 303 - STATISTICS FOR THE BEHAVIORAL SCIENCES** Study of descriptive or differential statistics, research strategies, and design. Special emphasis placed on student research project. (Strongly recommended for students planning to pursue graduate study.) Course Information: Prerequisites: PSY 201. Requires Departmental Approval. 4.000 Credit Hours

**PSY 310 - Special Topics in Experimental Psychology** Selected topics of special interest in the area of psychology at a 300 level that may vary from semester to semester. Prerequisite: PSY 201 or equivalent. Course Information: May be repeated if topics vary. 4.000 Credit Hours

PSY 311 - COGNITIVE PSYCHOLOGY Overview of selected topics in memory, information processing, perception, problem solving, and artificial intelligence. Course Information: Prerequisites: PSY 201 or equivalent 4.000 Credit Hours

PSY 313 - CRITICAL THINKING Reading and exercises designed to improve skills in critical thinking. Emphasizes intensive practice and individualized feedback rather than theory. Course Information: Designated Writing Course. Prerequisite: PSY 201 or equivalent. 4.000 Credit Hours

PSY 314 - SENSATION AND PERCEPTION This course studies how the brain makes sense of sensory inputs. Students will learn how the anatomy and physiology of the eye, ear, and related parts of the brain allow people to understand speech, perceive color, see motion and depth and recognize faces. Course Information: Prerequisites: PSY 201 or equivalent. 4.000 Credit Hours

PSY 315 - PSYCHOACTIVE DRUGS Major classes of drugs that affect psychological processes and behavior; issues of drug use in treatment of mental disorders; drugs as a social problem. Course Information: Designated Writing Course. Prerequisite: PSY 201 or equivalent. 4.000 Credit Hours

PSY 321 - LIFE-SPAN DEVELOPMENTAL PSYCHOLOGY Cognitive, emotional, and social development across the life span; determinants of individual differences and principles of mental and physical health throughout life. Course Information: Designated Writing Course. Prerequisite: PSY 201 or equivalent. 4.000 Credit Hours

PSY 322 - CHILD DEVELOPMENT Development of intelligence, language, and cognition; physical growth and social and personal development in newborns, infants, and toddlers and in early and middle childhood. Emphasis on child-rearing practices. Course Information: Designated Writing Course. Prerequisite: PSY 201 or equivalent. 4.000 Credit Hours

PSY 323 - ADOLESCENCE Psychological, social, and biological development (including medical problems) in the years covering early, middle, and late adolescence. Influence of milieu (family, peers, school, church, work) on cognitive, emotional, and social development. Special emphasis will be placed on the role of adults (parents, teachers) in assessing and referring adolescents to health and social services. Course Information: Designated Writing Course. Prerequisite: PSY 201 or equivalent. 4.000 Credit Hours

PSY 324 - EXCEPTIONAL CHILD Behaviors and conditions that make a child different from most other children, including all conditions addressed by Public Law 94-142. Topics include mental retardation; learning disabilities; behavior disorders; giftedness; and hearing, vision, and speech impairments. Course Information: Designated Writing Course. Prerequisite: PSY 201 or equivalent. 4.000 Credit Hours

PSY 326 - FAMILY PSYCHOLOGY Covers the five primary aspects of family psychology: family as a system; developmental family behavior; family of origin concepts and how they affect the family; relationships, dating, courtships, and marriage; and family dysfunctions. Course Information: Designated Writing Course. Prerequisite: PSY 201 or equivalent. 4.000 Credit Hours

PSY 327 - EDUCATIONAL PSYCHOLOGY Topics in psychology relevant to teaching: educational objectives, student characteristics and development, the learning process, and evaluation of learning. Course Information: Designated Writing Course. Prerequisite: PSY 201 or equivalent. 4.000 Credit Hours

PSY 331 - SOCIAL PSYCHOLOGY Survey of major theories and selected areas of research in social psychology. Course Information: Prerequisite: PSY 201 or equivalent. 4.000 Credit Hours

PSY 332 - SPORT PSYCHOLOGY Overview of psychological theory and research as it relates to sport and exercise at the individual and group levels. Course Information: Prerequisite: PSY 201 or equivalent. 4.000 Credit Hours

PSY 338 - PSYCHOLOGICAL ASPECTS OF DIVERSITY Overview of selected aspects of human diversity relevant to American psychology. Examines historical and contemporary psychological perspectives on race, ethnicity, gender, and sexual orientation, as well as factors linked to stereotyping, cultural bias, and prejudice. Special emphasis placed on a critical review of past psychological research and formulation of new research questions. Course Information: Designated Writing Course. Prerequisite: PSY 201 or equivalent. 4.000 Credit Hours

PSY 339 - PSYCHOLOGY OF GENDER Gender issues cut across many areas of psychology. This course provides an overview of how biological and cultural factors influence the development of gender roles, identities, and stereotypes of masculinity and femininity and how these affect our lives at the personal, social, and institutional levels. 4.000 Credit Hours

PSY 342 - CONSCIOUSNESS Theories of consciousness; consciousness-altering techniques, with emphasis on procedures to uncover unconscious material; meditation; hypnosis; biofeedback; sensory deprivation; dreams; and drugs. Course Information: Designated Writing Course. Prerequisite: PSY 201 or equivalent. 4.000 Credit Hours

PSY 351 - ABNORMAL PSYCHOLOGY Theories, research, and classification systems relevant to abnormal behavior. Emphasis on current diagnostic and descriptive systems. Course Information: Designated Writing Course. Prerequisite: PSY 201 or equivalent. 4.000 Credit Hours

PSY 410 - ADVANCED TOPICS IN PSYCHOLOGY Selected topics of special interest in the area of psychology, at the 400 level, that may vary from semester to semester. Course Information: May be repeated if topics vary. Students may register in more than one section per term. Prerequisite: PSY 201 and PSY 302 or equivalent. 4.000 Credit Hours

PSY 412 - INTRODUCTION TO BIOPSYCHOLOGY Basic structure and functions of the nervous system: neuron physiology, sensory processing, and physiological regulations. Course Information: Prerequisites: PSY 201 and PSY 302 or equivalent. 4.000 Credit Hours

PSY 413 - PSYCHOLOGY/LEARNING & MEMORY Explores the question of how humans and animals learn, store and recall information. Major theories of memory will be covered with an emphasis on cognitive models of memory systems, biological underpinnings, and disorders of memory. Designated Writing Course. Course Information: Prerequisites: PSY 201 or equivalent and PSY 302. 4.000 Credit Hours

PSY 416 - PSYCHOLOGY OF MOTIVATION Explores four constructs that define human, rather than nonhuman, motivation including needs, cognitions, emotions, and external events that arise from genetic, physiological, psychological, interpersonal, and cultural sources. The emphasis is on theoretical as well as practical issues that overlap among varying psychological fields. Course Information: Prerequisites: PSY 201 and PSY 302 or equivalent. 4.000 Credit Hours

PSY 417 - PERCEPTUAL LEARNING This Course examines the connections between sensory input and perception using evolutionary theory, machine learning theory, and cognitive neuroscience theories. Course Information: Prerequisites: PSY 201 and PSY 302. 4.000 Credit Hours

PSY 441 - THEORIES OF PERSONALITY Major theories of personality and determinants of individual differences. Course Information: Designated Writing Course. Prerequisite: PSY 201 or equivalent and PSY 302. 4.000 Credit Hours

PSY 444 - PSYCHOLOGY OF SPIRITUALITY Introduction to the transpersonal perspective as the "fourth force" in psychology. Focuses on the dominant transpersonal theory of psychospiritual development and on the role of meditative approaches to knowledge-gathering in relation to science and philosophy. Course Information: Prerequisite: PSY 201 and PSY 302 or equivalent. 4.000 Credit Hours

PSY 450 - ADVANCED TOPICS IN CLINICAL/COUNSELING PSYCHOLOGY Selected topics of special interest in the area of clinical psychology that may vary from semester to semester. Course Information: May be repeated if topics vary. Students may register in more than one section per term. Prerequisites: PSY 201 and PSY 302 or equivalent. 4.000 Credit Hours

PSY 452 - INTRODUCTION TO CLINICAL PSYCHOLOGY Systematic examination of major psychotherapeutic techniques essential to human relationships and helping processes. Course Information: Designated Writing Course. Prerequisite: PSY 201, PSY 302, and PSY 351 or equivalent. 4.000 Credit Hours

PSY 453 - PSYCHOLOGICAL FOUNDATIONS FOR HELPING Preprofessional introduction to therapeutic processes for students considering counseling or clinical psychology careers. Includes systematic training in fundamental helping attitudes and skills. Course Information: Prerequisites: PSY 201, PSY 302, PSY 351 and PSY 441 or equivalent. 4.000 Credit Hours

PSY 454 - THEORIES OF PSYCHOTHERAPY Systematic examination of the theories, research, and diagnostic and treatment issues regarding various types of abnormal behavior. Course Information: Prerequisite: PSY 201, PSY 302, and PSY 351 or equivalent. 4.000 Credit Hours

PSY 457 - BEHAVIOR MODIFICATION: PRINCIPLES AND TECHNIQUES Concepts and techniques involved in the assessment and modification of behavior within an operant conditioning model. Includes the collection of baseline data, the control of reinforcements and punishments, and the monitoring of changes in target behaviors. Prerequisite: PSY 201 and PSY 302 or equivalent. 4.000 Credit Hours

PSY 458 - PSYCHOLOGICAL TESTS AND MEASUREMENTS Basic theories of psychological tests and of test construction and interpretation. Includes representative tests and examines contemporary issues in testing. Course Information: Prerequisite: PSY 201 and PSY 302 or equivalent. 4.000 Credit Hours

PSY 466 - WORKING WITH VICTIMS OF SEXUAL ASSAULT AND ABUSE Provides the "40 hour training" required of all professionals and volunteers interested in working for agencies that deal with victims of sexual assault and abuse. Includes information and training in counseling, advocacy, and hotline skills. Course Information: Credit/No Credit grading only. Prerequisite: PSY 201, PSY 302 and PSY 351 or

equivalent. 3.000 Credit Hours

PSY 467 - ECCE: SPECIALIZED APPLIED STUDY SEMINAR Seminar for psychology majors who wish to complete more intensive applied study placements in a mental health, social service, child care, or law enforcement agency for university credit. Requires program approval, concurrent enrollment in EXL 300, 310, or 320 during each semester of placement activities, and 160 hours of on-site work for every four hours of combined EXL 300 or 310 or 320/PSY 467 course credit. Applications for specialized placement should be filed with the program no later than two months prior to placement semester. Up to 6 credit hours of combined EXL 300 or 310 or 320/PSY 467 credit may be used to fulfill upper-division UIS requirements. Course Information: Credit/No Credit grading only. May be repeated to a maximum of 6 hours. Prerequisites: PSY 201 or equivalent and Psychology major with at least 12 upper-division hours in psychology at UIS and permission of instructor. This course fulfills an Engaged Citizenship Common Experience requirement at UIS in the areas of Engagement Experience or ECCE Elective.

1.000 TO 2.000 Credit Hours

PSY 471 - SENIOR SEMINAR An integrative capstone experience for psychology majors involving the development of individual portfolios reflecting student learning within the discipline. Students will prepare evidence of learning within five dimensions of psychology and will complete the psychology exit exam. Course Information: Prerequisites: PSY 201 and PSY 302, all required concentration courses, and senior status. 4.000 Credit Hours

PSY 480 - SENIOR RESEARCH PROJECT Selected (empirical) research project researched, developed, designed, and written by the student with faculty supervision. Course Information: May be repeated to a maximum of 4 hours with approval. Prerequisites: PSY 201, PSY 302 and PSY 303.

PSY 490 - INDEPENDENT STUDY IN PSYCHOLOGY Selected topics by agreement with a member of the psychology faculty; topics, methods of study, and means of evaluation to be negotiated between student and faculty member. Course Information: May be repeated if topics vary. Students may register in more than one section per term. Prerequisites: PSY 201 and PSY 302 or equivalent. Restricted to Psychology. A maximum of 4 hours may be used for psychology electives. 2.000 TO 4.000 Credit Hours

PSY 499 - TUTORIAL Course Information: May be repeated to a maximum of 12 hours if topics vary. Students may register in more than one section per term. Prerequisites: PSY 201 and PSY 302 or equivalent. Restricted to Psychology. A maximum of 4 hours may be used for psychology electives. 1.000 TO 12.000 Credit Hours

## QUESTIONS ABOUT RESEARCH PARTICIPATION

**Some of my courses offer extra credit points for participating in approved research projects. I'd like to learn more about research and the idea of participating sounds interesting, but how do I know which research projects are "approved"?**

Faculty and student research projects must be reviewed and approved before they are assigned a formal study number. Studies that have been approved will have sign up binders available on the table outside of UHB 3144. Those are the only studies eligible for research participation of any kind within our Department.

**I participated in Study #F01-9 for 1.5 hours last semester, and I notice that the same study (i.e., F01-9) is being run again this semester. Can I volunteer for the same study again and receive another 1.5 hours of participation credit this semester, too?**

Probably not. Most researchers do not want you to participate in a specific study more than once, and you may not receive credit if the database indicates you've participated in the same study more than one time. Check with the researcher or research assistant before volunteering the second time.

## QUESTIONS ABOUT CLASSROOM ETIQUETTE

**There are two students in one of my classes who talk during the lectures. It's very distracting, but I don't feel comfortable asking them to be quiet. What should I do?**

Talk with the course professor.

**Can I use a laptop to take notes in my classes?**

This is up to the individual instructor, so be sure to ask at the beginning of the class. Be advised, however, that when students are allowed to use laptops during class they are expected to be used ONLY for taking notes. Using your laptop to browse the web, do emailing, visit Facebook, etc. is not acceptable, and any faculty member who finds you doing this would be justified in revoking the privilege of laptop use.

**I know professors routinely require textbooks, but they're expensive. Do they really expect me to buy and use them?**

Yes. And students should be aware that the campus bookstore only sells course-related textbooks for a limited time period at the beginning of each semester. Unsold textbooks are returned to the publisher and are not available later in the semester.

**I was sick last week and couldn't attend class. But when I phoned my course professor yesterday, to ask for a copy of her lecture notes, she said she didn't give out copies. What are students supposed to do when they have to miss class?**

Students are urged to anticipate possible absences from class and should consider making advance arrangements to share course notes, when necessary, with other students in their classes.

**My work schedule will make it impossible for me to arrive at class on time. Is it okay to come late? And sometimes I may have to leave class early, too.**

Always discuss these situations with your professor. Even if he or she is willing to be flexible, be sure to enter or exit the classroom quietly and sit near the door to minimize disruption for other students in the course.

**I'm taking four courses at UIS, I work part-time, and I have family responsibilities. I don't have time to do all the work that some of my professors expect, and sometimes I lose course points because I miss homework due dates or an in-class exercise. Shouldn't professors be less demanding and more**

**flexible about due dates, make-up quizzes, and attendance?**

Professors have responsibility for effectively designing and delivering their courses, and for fairly assessing student learning and skill development relative to course objectives. Students vary widely in their individual life circumstances, and each student must assume personal responsibility for selecting a reasonable number of courses in which to enroll, given the demands of other responsibilities and priorities. It is strongly recommended that students consult with their academic advisers on the most reasonable number of courses to take each semester.

**Some of my professors move through the course material very quickly, and I'm afraid I'll miss something important. Can I audiotape lectures?**

Ask your professor. Some will allow you to audiotape, and some may not. If so, be sure to take responsibility for managing the audio-taping—i.e., do not expect the professor to turn tapes on or off, or to change tapes during lectures.

**I'm taking two courses this semester in which a paper is required. Can I just write one paper that covers both assignments and submit it in both courses?**

Talk to each of your professors about this in advance. Never assume that submitting a single paper for more than one course will be acceptable. Some professors consider this unethical, but others may not. Be honest and ask directly.

## ACADEMIC RESOURCES

### THE CENTER FOR TEACHING AND LEARNING

Center for Teaching and Learning (CTL) staff members provide student assistance in the form of tutoring and structured workshops related to writing, math and statistics, research, and computer use. The Center is located on the fourth floor of Brookens Building (BRK 460, 6-6503), and more information about their range of services is provided at <http://www.uis.edu/ctl/>.

### LIBRARY RESOURCES

Information about submitting materials for course-specific reserve use, borrowing, access to research databases, contacts, and hours of operation can be found at the Brookens Library website: <http://library.uis.edu>. The library liaison for the Psychology Department is Waheedah Bilal (206-7113).

## CAMPUS RESOURCES

### Campus Information

Campus maps, catalogs, course schedules, phone numbers, event schedules, office locations, and other

campus information can be found at the Information Desk on Level One of the Public Affairs Center. Information is also available on the internet at <http://www.uis.edu>

## UIS Email Account

Every student at UIS is assigned a Network ID (NetID) that enables access to information technology resources such as email, online courses, and online library databases and journals. The NetID also allows students to access server shares and update web sites. Your NetID is printed on the bottom of your registration receipt. The default password for a UIS NetID is the user's birth date in YYYYMMDD format. Students are strongly encouraged to check this email account frequently, as it is the only mechanism we have for quickly disseminating information to all students.

## Computer labs

Several general access computer labs are available for student use on campus. You can find their locations and hours of operation at: <http://www.uis.edu/cts/otherservices/labs.html>

## Office of Disability Services (ODS)

Reasonable accommodations are available for students who have a documented disability. Please notify the instructor during the first week of class of any accommodations needed for the course. Late notification may cause the requested accommodations to be unavailable. All accommodations must be approved through the Office of Disability Services (ODS) in the Human Resources Building, Room 80 Phone: (217) 206-6666. Additional information is available at <http://www.uis.edu/disabilityservices/>.

## I-Cards

A university identification card, called the i-card, is a multifunction card to which cash values can be added for purchasing campus services. The card is required for library borrowing, printing and copying, use of the computer labs, campus recreation facilities, residence halls and dining facilities, health care, and voting in student elections. The i-card can be obtained at the UIS ID Center, Public Affairs Building, Room 108. Phone (217) 206-7718.

## Parking

All UIS students who use campus parking lots are required to purchase and display a current parking decal on their vehicles. Parking decals are sold and replaced through the Bursar's Office (206-6738), Public Affairs Center 184). Complete parking regulations are available on the web at [www.uis.edu/police/parking](http://www.uis.edu/police/parking) . If you have any questions or concerns regarding parking, please contact Teresa Seacrist in BSB 42, phone: 206-8502.

## Bookstore

The campus bookstore is located in Founders Hall, on the corner of Eliza Farnham and Vachel Lindsey. <http://www.bkstr.com/Home/10001-10630-1?demoKey=d>

## Bursar

The Bursar's office is located in the Public Affairs Center concourse area (PAC 184). Its hours of operation are from 9:00am to 5:00pm Monday through Friday. At the Bursar's Office students can: buy

stamps and money orders, cash personal checks with a student ID, mail personal letters and packages, buy parking decals and SMTD bus passes, and pay on student accounts (tuition, housing, etc.) Many payment services are available at <http://www.usfsc.uillinois.edu/>.

## ATM

An ATM machine is located on the ground floor of the Public Affairs Center (PAC) where the cafeteria is located.

## Financial Aid

Financial assistance is available in a variety of forms. All questions regarding financial assistance should be directed to the UIS Office of Financial Assistance, which is located in UHB 1015 , phone: 206-6724.

## Campus Police

Non-emergency calls to the Campus Police for assistance or information should be directed to 206-6690. Emergencies should be reported using 206-7777. More information about services can be accessed on the web at <http://www.uis.edu/police/> and <http://www.uis.edu/healthservices/>

## Dining

The main cafeteria is located on the lower level of the Public Affairs Center and is called the Food Emporium. There is also food service available at The Capitol Grille in Founders Hall. The hours of operation for each are:

### **Food Emporium**

Fall & Spring Semester:

Monday - Thursday: 7:30 a.m. - 8:00 p.m.

Friday: 7:30 a.m. - 6:00 p.m.

Saturday and Sunday: 11:30 a.m.- 2:45 pm & 3:45 p.m. - 6:00 p.m.

Grill, Express, Beverages: open at 8:00 am each day

Cook's Nook : 11:00 a.m. -2:00 p.m.

Garden, Deli & Pizzeria: 11:00 a.m.-4:00 p.m.

Summer Hours: Monday - Friday: 8:00 a.m.- 4:00 p.m.

### **The Capitol Grille**

Monday-Thursday: 11:00 am - 2:00 and 6:00 pm - Midnight

Friday/Saturday/Sunday : 6:00 pm - Midnight

The Capitol Grille in Founders Hall cafe is a cashless operation. Food in the FHG can only be purchased with the use of a meal or Campus Cash plan via your i-card.

For snacks, vending machines are conveniently located throughout University Hall.

## Lost and Found

The Information Desk in the Public Affairs building concourse, just inside the tear-drop entrance, maintains a lost-and-found service (206-6600; hours of operation are 7:30am to 9:00pm, Monday through Friday)

## Contact Information for Other Campus Resources

Career Services 206-6508 <http://www.uis.edu/careerservices/>

Counseling Center 206-7122 <http://www.uis.edu/counselingcenter/>

Cox House Child Care Center 206-6610 <http://www.uis.edu/childcarecenter/>

Health Services 206-6676 <http://www.uis.edu/healthservices/>

International Affairs 206-6678 <http://www.uis.edu/internationalstudentservices/>

Minority Student Affairs 206-6333 <http://www.uis.edu/diversitycenter/>

Research Policies 206-7409 <http://www.uis.edu/grants/>

Student Affairs 206-6581 <http://www.uis.edu/studentaffairs/>

Student Codes & Grievance Policy

<http://www.uis.edu/studentaffairs/policies/documents/grievance.html#polices>

Women's Center 206-7173 <http://www.uis.edu/womenscenter/index.htm>

## GRADUATE SCHOOL

Although the BA in Psychology is an appropriate liberal arts education that qualifies students for vocational positions that are open for any graduate in a liberal arts major, it does not ordinarily lead to employment within the field of psychology itself. Careers such as research in the field of psychology, teaching psychology in junior college and universities, conducting counseling and psychotherapy, or doing assessment and testing psychological aspects, invariably require at least a master's degree, and often involves doctoral level qualifications. Many students do not realize that they may apply to doctoral programs in their senior year of undergraduate study. Accordingly, the undergraduate curriculum is designed to prepare students for continued study at the graduate level in psychology or related social service fields. High grade point averages, excellent scores on the GRE, good letters of recommendation, and even some prior experience in the field often are necessary for admission to these programs. Most graduate programs also require that students have completed a statistics course, so you should plan to take PSY 303 if you intend to go to graduate school.

Most graduate schools have either annual or biannual deadlines for due dates of application. In the majority of cases, the deadline for applications falls during the period between January and the middle of February for admission the following fall semester. Start the application process early! Students who are interested in graduate school possibilities should review the latest edition of the reference book *Graduate Study in Psychology*, which is published annually by the American Psychological Association. Purchasing information is available at the APA web site. The department maintains a collection of recent versions of this reference, please contact the department secretary at 206-6696 if you'd like to see it. Also, most graduate schools maintain web sites that provide detailed information about their programs and the requirements for entrance into their programs.

## Senior Research Project

It is strongly recommended that students who are planning to apply to graduate school in psychology consider completing an individual research project that is empirical in nature. Students who plan to complete their own research project should decide on a general research topic area and then consult with a full-time psychology faculty member having that area of expertise. With the permission of a supervising faculty member, students can enroll in PSY 480 Senior Research Project in order to receive academic credit for their research. Completion of PSY 302 Research Methods in Psychology is a prerequisite for PSY 480, and it is strongly recommended that students planning to conduct their own research have also completed PSY 303 Statistics for the Behavioral Sciences or its equivalent. All research projects must be formally reviewed and approved by the Psychology Department before data collection can begin.

## Recommendation Letters

Positive letters of recommendation from professors familiar with a student's academic work, research experience, and personality are almost a prerequisite for securing admission to graduate school or obtaining a job upon graduation. Students should feel free to ask faculty familiar with their interests and achievements if they will write a supportive letter for them and/or be willing to serve as a reference. Please understand, however, that a faculty member may be unwilling to do so if he/she does not know you or your work well enough to offer an informed opinion. A potential solution to this problem is the Letter of Recommendation Request Form available the department website (<http://www.uis.edu/psychology/students/forms/index.html>). It enables you to give the faculty member additional information about yourself that can be incorporated into letters of recommendation. You may make as many copies of this form as you need.

Nevertheless, it is important to understand that faculty members are under no obligation to write letters of recommendation, and some faculty have a policy of not providing a letter unless they have gained direct experience with someone's skills through formal coursework or supervising an applied study term or research project.

Students are strongly advised to request letters of recommendation well in advance of due dates and admissions deadlines. Work demands on faculty are particularly high at the end of semesters, and many are not available during the breaks between semesters, so it is important for students to plan ahead.

## GRE

All students who are planning to go for graduate school in psychology are advised to take the Graduate Record Examination (GRE) during the first semester of their junior year to obtain feedback on general areas requiring improvement. This enables them to have time to retake the GRE to improve overall scores. For more information about the GRE consult the following web site <http://www.gre.org/ttindex.html>

## Psychology Department & Career Services Workshops

At least once a year the Psychology Department conducts a workshop that focuses on strategies for getting into graduate school. For information about upcoming workshops contact the department secretary at 206-6696. Career Services at UIS periodically conducts workshops for students that focus on getting into graduate school and finding employment. For more information about Career Services consult the following web site <http://www.uis.edu/careerservices/>

## Applied Study

The applied study term provides psychology students an opportunity to integrate classroom learning and practical field experience suited to their goals and interests. Applied study placements can also be used to explore possible career options. Past placements have included local mental health centers, other community service organizations (such as the Youth Service Bureau, the Sangamon-Menard Alcoholism and Drug Abuse Council, and the YMCA), and research positions at the SIU School of Medicine. Generally the AST office and the psychology program can provide an appropriate placement. Student-initiated placements are also possible with approval of the adviser and the AST office. Additional information about ASTs is available on-line at <http://www.uis.edu/appliedstudy/>. Students who wish to complete a supervised placement working directly with vulnerable populations (e.g., children, individuals with psychological problems, or prisoners) should consult with their academic advisers and must complete a separate application form for the Psychology Department for enrollment in our Specialized AST course PSY 467. The PSY 467 course is a separate course to be taken in addition to the traditional AST course.

## SOME HELPFUL WEBSITES

Pursuing Psychology Graduate School Information Page <http://www.uni.edu/walsh/linda2.html>

How to Apply to Graduate School - <http://psych.hanover.edu/handbook/applic2.html>

Books on Graduate School for Psychology Majors <http://www.psywww.com/careers/gradbook.htm>

Graduate Training in Psychology - <http://www.psychologyinfo.com/education/>

### Jobs in Psychology

APA Divisions <http://www.apa.org/about/division.html>

### Employment Web Sites

APA – American Psychological Association  
<http://www.psyccareers.com/index.cfm>

APS – American Psychological Society  
<http://www.psychologicalscience.org/jobs/index.html>

Chronicle of Higher Education

<http://chronicle.com/jobs/>

Informational Web Sites

Psychology Online Resource Center - <http://www.psych-central.com/>

Community Psychology Network - <http://www.cmmtypsych.net/>

Online Psychology Career Center - <http://www.socialpsychology.org/career.htm>

Psych Central - <http://psychcentral.com/resources/>

Psych Web - <http://www.psywww.com/index.html>

Occupational Outlook - <http://www.bls.gov/oco/>