

This course is available for student registration only after the approval process has been completed.

SUBJECT PSY COURSE NO. 3999 CREDIT HOURS 1.0 TERM TO BE ADDED TO THE FILE Fall 2009  
Alpha Prefix (e.g., CSE) Number Choice (e.g., 1301) (e.g., Fall 2006)

CLASS HOURS 1.0 LECTURE HOURS 1.0 LAB HOURS \_\_\_\_\_ CONTACT HOURS (CEU ONLY) \_\_\_\_\_

DEPARTMENT Psychology SCHEDULE TYPE Lecture  
(e.g., Computer Sciences)

- COLLEGE OF AERONAUTICS-23     COLLEGE OF PSYCHOLOGY AND LIBERAL ARTS-25  
 COLLEGE OF BUSINESS-24     COLLEGE OF SCIENCE-26  
 COLLEGE OF ENGINEERING-01     UNIVERSITY COLLEGE EXTENDED STUDIES-27

This course has been approved by the QEPIC in Fall 2009 as the first course of the three course QEP-internship sequence in undergraduate psychology.

COMPUTER TITLE Restricted to 25 characters, including spaces Proj Planning Seminar

CATALOG TITLE Scholarly Project Planning Seminar

CATALOG DESCRIPTION OF COURSE Limited to 350 characters, including spaces

**Course Description**  
 Facilitates and instructs regarding internship selection, application, planning and proposing the scholarly inquiry project as related to the internship.

In addition, you may attach a course syllabus and/or more detailed description.

- RESTRICTIONS
- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Prerequisite <u>PSY2513</u><br><small>Course Number</small> | <input type="checkbox"/> Corequisite _____<br><small>Course Number</small> |
| <input type="checkbox"/> Prerequisite _____<br><small>Course Number</small>                     | <input type="checkbox"/> Corequisite _____<br><small>Course Number</small> |
| <input type="checkbox"/> Prerequisite _____<br><small>Course Number</small>                     | <input type="checkbox"/> Corequisite _____<br><small>Course Number</small> |


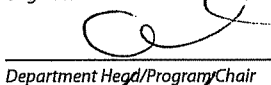

- GRADES TO BE ISSUED
- A, B, C, D, F
  - A, B, C, D, F, CEU
  - CEU
  - S, U
  - P, F
  - Other \_\_\_\_\_

ADDITIONAL RESTRICTION \_\_\_\_\_  
(e.g., Major, Class Level, Department Head Approval)

If this course replaces a course currently offered in BANNER, please indicate old course information

SUBJECT Alpha Prefix (e.g., CSE) PSY COURSE NO. (e.g., 1301) 3400

**APPROVALS: Upon completion of appropriate department approvals, submit form to Chair, Graduate Council, or Chair, Undergraduate Curriculum Committee for approval below and forward to Catalog Director.**

	<u>14 JAN 2009</u>		
<small>Originator</small>	<small>Date</small>	<small>Chair, Graduate Council</small>	<small>Date</small>
	<u>14 JAN 2009</u>	OR	
<small>Department Head/Program Chair</small>			
	<u>11/15/08</u>	<small>Chair, Undergraduate Curriculum Committee</small>	<small>Date</small>

**CATALOG DIRECTOR**

These changes/additions have been made for the \_\_\_\_\_ University/Extended Studies Catalog and entered into the BANNER term named above.

\_\_\_\_\_  
Catalog Director

\_\_\_\_\_  
Date

**REGISTRAR'S USE ONLY**

SCACRSE \_\_\_\_\_ SCADTEL \_\_\_\_\_ SCAPREQ \_\_\_\_\_ SCABASE \_\_\_\_\_  
 SCARRES \_\_\_\_\_ Operator Init \_\_\_\_\_ Date \_\_\_\_\_

**Scholarly Project Planning Seminar**  
**PSY 3999**  
**Time TBD**  
**Location TBD**

**Instructor:**

**Dr. Julie Gross**

jgross@fit.edu

Office Hours: TBA

Psychology Office 165

Phone: 321-674-8104

**Course Description**

Facilitates and instructs regarding internship selection, application, planning and proposing the scholarly inquiry project as related to the internship. Offered Fall and Spring.

**Prerequisites**

Advanced Research Methods (PSY 3512 or PSY 2513)

**Required text**

Johnstone, J. (2005) *The Job Application Handbook, 6<sup>th</sup> Ed.* How To Books Ltd. Oxford, UK.  
(ISBN-13: 978-1857039924).

American Psychological Association. *Publication Manual of the American Psychological Association* (5<sup>th</sup> Ed.). Washington, DC.

**Course Policies**

The following course policies will be enforced.

**Academic Honesty**

College of Psychology and Liberal Arts Statement on Academic Dishonesty:

Academic dishonesty is the willful misrepresentation of all or any part of another's work as one's own. The use of one's own papers and materials prepared for another class without express permission of instructor is considered plagiarism. Copying another's answers or giving or receiving proscribed assistance during classroom or take-home examinations, assignments, papers, research reports, and projects is cheating. Plagiarism in all its forms is cheating; it is the student's responsibility to understand academic expectations for attribution and citation. A student who aids another in cheating shares the guilt of the offense.

Additional details concerning academic dishonesty and university policies can be found on the Psychology web site. The College of Psychology and Liberal Arts pursues all cases of academic dishonesty vigorously, according to University guidelines.

Source: <http://cpla.fit.edu/undergraduate/teaching/honesty.doc>

**Plagiarism Prerequisite to Paper and Presentation Submission**

In this course, the penalty for any kind of academic dishonesty will consist of a final course grade of "F". To prevent unintentional dishonesty, we will review appropriate methods for paraphrasing and writing a paper.

### Attendance

All assignments are due at the beginning of the class period. There will be no late or make-up homework, quizzes, or presentations. The only exceptions will be made for the exams and papers (but not quizzes) in the event of a personal emergency, which is validated through a doctor's note or obituary. Attendance is mandatory and necessary to succeed in this class. Attending late or leaving early will be considered an absence. Students are responsible for all material discussed in class and in the textbook. Students are responsible to withdraw from the course themselves, and students are encouraged to discuss any problems with the instructor prior to withdrawing. Students who simply disappear without withdrawing will receive an "F" for the course grade. The instructor reserves the right to administratively withdraw a student if their presence affects the learning environment of the classroom.

### Communication

Florida Tech provides a free email address and access to ANGEL. You are expected to maintain that email address and ANGEL account for communication with the instructor and to check it daily. Identify yourself using your full name and the course when you send an email to the instructor.

### Conduct

Students are required to adhere to the Florida Tech Student Conduct Code. Mobile phone use is not acceptable in classrooms. Any behavior on the part of the student that is disruptive to the learning environment will be met with disciplinary action. Conduct violations include plagiarism, cheating, falsifying an excused absence, and duplicating another student's work, as well as others noted in the conduct code. Please review the code and be aware that violations may result in failed assignments, administrative withdrawal in class, failing the course, and referral for disciplinary action. [www.fit.edu/studenthandbook/StudentHandbook.pdf](http://www.fit.edu/studenthandbook/StudentHandbook.pdf)

## **Course Requirements**

### Plagiarism Prerequisite to Paper and Presentation Submission

You must pass a quiz or complete an assignment on academic honesty that the instructor develops for you prior to paper submission. Inability to pass the plagiarism project portion will result in refusal of paper submission, but will not provide an exemption for late submission penalty.

### Homework/Quiz

Assignments may be take-home, to be reviewed in class or turned in for a grade, and some will be in-class in the form of a quiz. Homework will be collected in the beginning of class or submitted electronically. You must submit assignments on time and attend class on time for credit. You must be in class at the time of the quiz to receive credit for the quiz. Quizzes can occur at any time during any class. Late homework will not be accepted. Lack of attendance or timeliness will result in no credit for that assignment or quiz without exception. Homework and quizzes are tools to assure that you understand new material, and to help you prepare for project submission.

### Project Proposal Paper

Scholarly Inquiry projects will primarily consist of investigations of a research question undertaken as part of pre-professional internship. They can be descriptive or inferential in

nature, using survey, observational or experimental design. Some examples include a research paper, published paper, portfolio (e.g. training manual), poster session presentation, paper presented at a conference or some combination. The topic will be approved by the Internship Site and Internship Director by the seventh week to ensure it meets the programmatic criteria and is acceptable to the site prior to initiation of the project. Contact with human subjects will be approved by the Florida Tech Institutional Review Board prior to initiation of the project. Site approvals will also be obtained prior to initiation of the project. The project proposal paper will review the research question, studies addressing the topic, and the proposed method for investigating the question.

This paper must use APA form and be typed and proofread for typographical errors with pages stapled in the correct order. The paper requires ten primary source empirical studies be used and those ten study findings mentioned and cited in the paper, and the studies attached to the final submission. **Each study must include all published pages, be legibly printed (8pt font or higher), individually stapled (not bound as a group), with your name written on top, approved in advance of paper submission, with area used highlighted.** Work will not be accepted that is not typed, legible and stapled.

Paper due dates are listed on the course schedule. Students are encouraged to turn in the paper early and to seek assistance in advance of the **Draft Due Date**. There will be a letter grade penalty for each class period it is tardy. Paper must be submitted to "TurnItIn.com" for a plagiarism screen. Each student must print out the report generated by "TurnItIn.com" on his/her paper. The report must be turned in with the paper. **Any Paper without a "TurnItIn.com" report will not be graded.**

### Presentation

Presentations are expected to last about 10 minutes per presenter. The presentation will be graded on coverage of the research plan and integration of findings from previous studies into your plan. Presentation due dates are listed on the course schedule. Absence on the day of your presentation will result in one letter grade (10 of 100) deduction and will require a presentation the following class period.

### Colloquium Analysis

Attendance at the colloquium of former interns is required for this assignment. This will be demonstrated by your physical attendance and your review of the projects, looking for evidence of specific research methods and evaluation techniques. You will be given an analysis form to complete at the colloquium. If your attendance is excused you will be allowed to critique the written summaries of five presenter's research methods and evaluation techniques.

## **Grading**

### **Grade Composition:**

\*Homework/Quiz 20%, Paper 50%, Presentation 15%, Expo Analysis 15%

\*Your grade will reflect each grade you made in the class, weighted as described above. Grades will NOT be curved or dropped.

### **Final Grade Scoring**

In this course, the penalty for any kind of academic dishonesty will consist of a final course grade of "F".

A = 90 - 100 points total score at the end of the semester  
 B = <90 - 80 points total score at the end of the semester  
 C = <80 - 70 points total score at the end of the semester  
 D = <70 - 60 points total score at the end of the semester  
 F < 60 points total score at the end of the semester

### Course Schedule

<b>WEEK</b>	<b>TOPICS</b>	<b>Work Assigned</b>	<b>Work DUE</b>
1	Career Options, Work Sites & Resume Writing	List of sites of interest	
2	Research Design & Variables	List topics of interest at sites	<b>Career Objectives Resume Site List</b>
3	Professionalism & Contacting Sites	Contact letter/questions draft	<b>Project List per Site</b>
4	Interviewing and Applying	Site applications	<b>Inquiry Letter Cover Letter</b>
5	Related studies to site topic	10 relevant empirical studies	<b>Application (if needed)</b>
6	The gap in literature	Critique of studies	<b>Related Studies</b>
7	Research questions & the goals of the placement	Study question	<b>Critique of Related Studies</b>
8	Developing a study for that environment & Choosing Measures	Options to test question	<b>Research Project Description</b>
9	Setting-specific procedures, Sampling and participant solicitation procedures	Write Procedures Section	<b>3 Inquiry Plans Presentation Draft</b>
10	Communicating your project plan	Draft Proposal	<b>Procedures Section</b>
11	Practice presentations IRB and Human Subject Forms	Consent & IRB draft DUE	<b>IRB Forms</b>
12	Practice presentations	IRB Form submission	<b>IRB revisions for submission</b>
13	Practice presentations	Proposal Revisions	
14	Practice presentations Work ethic and internship requirements		<b>Proposal</b>

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*Dates and requirements are subject to change, so listen for announcements in class.*

This syllabus is available in an alternate format upon request.

SAMPLE cover letter

**Smart Student**  
1234 Place, Melbourne, FL 33333  
emailaddress@email.com  
321-321-3211

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Dr. Awesome  
Awesome Internship  
123 Street Place  
Melbourne, FL 3333

Dr. Awesome,

I am currently a junior psychology major at Florida Tech. My *[insert career plans following graduation]*.

I am very interested in your internship site. *[Insert aspect of their services that are interesting to you]*. The site is related to my goals *[explain how the proposed internship projects relevant to your major, concentration, and post-graduation career plans]*. I have previously *[insert your experience with similar populations or topics]*.

Of the projects available at your site, I am especially interested in \_\_\_\_\_ because I enjoy *[insert aspect you enjoy – presenting in public, data analysis, training, etc.]*.

I hope to have an opportunity to meet with you and further discuss the internship.

Sincerely,

Smart Student

SAMPLE RESUME

**Smart Student**

1234 Place, Melbourne, FL 33333

emailaddress@email.com

321-321-3211

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**Current Position**

Junior, Forensic Psychology Baccalaureate Program

School of Psychology

Florida Institute of Technology

**Extracurricular Activities**

Member, Forensic Psychology Club

**Related Previous Positions**

Work Study Student, Florida Tech Library. (August 2007 to May 2008)

Responsibilities included...

Summer Intern, Law Offices of Cool and Awesome. (May 2007 to July 2007)

Responsibilities included...

Research Team Member, Dr. Great (August 2006 to May 2007)

Responsibilities included...

**Character References**

Dr. Great, phone, email, street address

Dr. Good, phone, email, street address

Ms. Excellent, phone, email, street address