

Course Syllabus

PSY 4860 | PEER ADVISING

Spring 2021, Summer 2021

The University of Utah - Department of Psychology

2-3 Credit Hours



This syllabus is not a binding legal contract. It may be modified by the instructor when the student is given reasonable notice of the modification.

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Required Materials

You may want to bring your laptop to do Canvas modules or other homework during downtime.

Prerequisites

- Declared Psychology major
- Minimum 3.3 cumulative GPA
- Departmental consent through application and interview
- Completion of PSY 1010 and 2010 with B or better AND
 - PSY 3000 with B or better OR concurrently enrolled AND
 - Completed 2 additional courses from PSY 2000-5999 with a B or better OR concurrently enrolled
- Commit to two full length semesters, 6-9 hours per week, 2-3 days a week

Course Objective

Psychology Undergraduate Advising exists to provide accurate information, guidance, and support to students pursuing a major, minor, and/or certificate in Psychology at the University of Utah. We do this by providing accurate information about Psychology requirements. We also provide information on preparing for graduate school and departmental opportunities such as the Honors Track, Human Factors certificate, departmental scholarships, research assistantships, internships, teaching assistantships, and more. The goal of every undergraduate psychology advisor is to be an excellent listener, to be attentive, and to be motivated to improve the undergraduate experience for Psychology students. All students who visit our office should leave confident of the requirements they need to meet.

This course provides opportunities to learn about graduate school, organize events, speak to groups, and complete other projects relevant to department and student life in general. Peer Advising is especially enriching for those that have interests and career goals in counseling, clinical, or therapy-type settings. As a Peer Advisor you will gain unique experience in listening, communicating, working as a cross-functional team member, and in developing overall confidence and efficacy in yourself and others.

Learning Outcomes

This course satisfies the following learning outcomes for the Psychology major as outlined by departmental faculty:

- 2.3 Engage in innovative and integrative thinking and problem solving
- 3.2 Build and enhance interpersonal relationships
- 4.2 Exhibit effective presentation skills for different purposes
- 4.3 Interact effectively with others
- 5.3 Refine project-management skills
- 5.4 Enhance teamwork capacity
- 5.5 Develop meaningful professional direction for life after graduation

Advising as a Class

Your advising experience was created to be educational and hands-on. You will receive the same training a full time academic advisor receives. Training will be facilitated by your instructor with opportunities to shadow other advisors in the cluster (PSY, SOC, CRIM, and FCS). Additionally, you are required to complete certain activities during your experience. These activities include Major Expo, Careers and Internship Fairs, Transfer and New Student Orientation, Graduate School Fairs, Future Freshman Fridays, among others. In addition, you will also have assignments and quizzes through Canvas with a final project and paper.

Evaluation Methods

Attendance is required and makes up half of your total grade. Missing hours will be expected to be made up through additional activities throughout the semester. Some activities will be required and will count towards your total hours. You will also be required to do a final project and 1-2 page paper (due in the second semester). The paper and project make up 25% of your grade. **The purpose of the project is to FINISH SENTENCE.** Through Canvas you will be assigned quizzes and assignments which will help check your knowledge and provide resources to assist you with your advising appointments and make up 20% of your grade. The final 5% of your grade will come from student feedback through end of meeting surveys.

First Semester Peers

Assignments

There will be weekly assignments to gauge your understanding of the training material. These will be completed online through the Psychology Peer Advising Canvas course. At times, there might be assignments that will require you to attend Transfer or New Student Orientation, major expos, Utah Academic Advising Community (UAAC) meetings, or other meetings that are advising related.

Project Proposal

You will complete one culminating project which involves what you have learned. Examples of this may be creating a careers worksheet, create guide to applying for graduate school, college/departmental outreach to high schools, or whatever else you can come up with!

Assignments

You will submit weekly reflections on an appointment you either shadowed or facilitated. The reflections should be at least a paragraph, but no longer than a page. You should address what went well during the appointment, what you learned, and any opportunities for improvement.

Appointments

After successfully completing the first semester of training, you will be ready to take on your own appointments. You will be responsible for listing your own appointments in Cranium Café (ConexED, whatever you want to call it), which you will be given access to. You are expected to be FERPA-compliant in every interaction with fellow students. You will also create PeopleSoft notes for record keeping purposes, which will be added to the students' record. These will be entered in discussion boards in the corresponding weekly module.

Project

Your culminating project will be due after the major semester break (fall/spring break) and will be graded on effort and usefulness. A 1-2 page write-up about the project will be required and will factor into your grade. The write-up will include your reasoning for the choosing that project, its purpose, and how it will impact students.

Only the project proposal will be due in the first semester.

(Describe each of the evaluation methods (ie., Participation, assignments, papers, quizzes, exams, final exam, etc.) in detail, how each method will be submitted by students, and each method's late policy.)

Grading

The following table shows evaluation methods and their corresponding weight within overall final grades.

Evaluation Method	Weight
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Attendance	50%
Project Proposal/Project	15%
Assignments	10%
Quizzes	10%
Paper	10%
Student Feedback	5%

The following table shows point totals and their corresponding letter grades. Within the letter grade category, the pluses and minuses will not be assigned on a predetermined scale.

Letter	Percentage
A	90% and Above
B	80% – 90%
C	70% – 80%
D	60% – 70%
F	Below 60%

Americans with Disabilities Act Policy

The University of Utah seeks to provide equal access to its programs, services and activities for people with disabilities. If you will need accommodations in the class, reasonable prior notice needs to be given to the Center for Disability & Access (<http://disability.utah.edu/>), 162 Union Building, 801-581-5020 (V/TDD). CDA will work with you and the instructor to make arrangements for accommodations.

Student Rights and Responsibilities

All students are expected to maintain professional behavior in the classroom setting, according to the Student Code, detailed in the Student Handbook. Students have specific rights in the classroom as detailed in Article III of the Code. The Code also specifies proscribed conduct (Article XI) that involves cheating on tests, plagiarism, and/or collusion, as well as fraud, theft, etc. Students should read the Code carefully and know they are responsible for the content. According to Faculty Rules and Regulations, it is the faculty responsibility to enforce responsible classroom behaviors, beginning with the verbal warnings and progressing to dismissal from class and a failing grade. Students have the right to appeal such action to the Student Behavior Committee.

Student Rights and Responsibilities: <http://www.regulations.utah.edu/academics/6-400.html>

Conduct

One of the first assignments regards the Family Educational Rights and Privacy Act; what it is and why it's important. ALL email communication with a student about their record must be through UMail and students must provide their FERPA Consent to Release PIN to discuss their record over the phone. Let an advisor know if you need to check a student's FERPA pin since you will not have access to check it. Always check for valid ID before each appointment to ensure you're speaking with the correct person (only applicable at the BEH S tower or if no one is at the front desk in GC).

Remember! Releasing confidential information is not only a violation of the department and university's policies, you can also be personally prosecuted. Anything containing students' personal information, such as their Social Security Number, University ID, telephone number, address, etc., should be shredded.

Dress Code

Remember that you want your students to feel comfortable. Please avoid wearing revealing and/or offensive attire and poor hygiene. Utah gear is always appropriate!

Use of Personal Devices

Cell phones should be silenced while in the office.

Personal use of computers, laptops, tablets, phones, etc., are allowed if there are no appointments and weekly modules are completed.

Academic Calendar

<https://registrar.utah.edu/academic-calendars/index.php>

Schedule

Date	Topic/Description	Reading	Assignment