



**Mental Health Services**  
**PSYC 3345-060**  
**Lauren Thomas, MA, LPC**  
**University of Texas at Tyler**  
**Fall 2021**



**Instructional Information**

	Full name	Office	E-mail address	Office hours
<b>Instructor</b>	<b>Lauren Thomas</b>	<b>HPR 204</b>	<b>laurenthomas@uttyler.edu</b>	<b>M 2-4pm W 10am-12pm</b>

**Course and Meeting Information**

This course is fully online and asynchronous, meaning there are no course meetings, nor is there any one scheduled time that all students must do the same activity together. Assignments for each module may be submitted any time after they become available and before Sunday 11:59 pm of the assigned week. This course requires 6-9 hours of work per week.

This course is considered a Psychology Upper division elective. It is not required as part of your Psychology degree.

**Course Materials and Resources**

**Required Textbooks**

I am not requiring any textbooks for this course.

**Recommended Textbooks**

Careers in Psychology: Opportunities in a Changing World  
 Authors: Tara Kuther and Robert Morgan  
 ISBN: 9780495600749

NOTE: A student at UT-Tyler is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer. **Instructor note:** You may also buy older editions of the required textbooks. It is your responsibility to find out which sections are different between editions and to make arrangements for when you need to use a different edition. You may purchase, rent, or borrow any format of the book as well (hard copy, spiral-bound, ebook, audiobook, etc.).

**Required Canvas Use**

**Check the course Canvas page daily:** you are responsible for any information I convey through Canvas, UT-Tyler email, or in class, as well as information contained in documents in the “Modules” tab. Pay special attention to the Course Calendar and the Assignments and Activities descriptions. Go to Canvas settings and set up your notifications to “subscribe” to such announcements and comments from me so you will not miss anything. I give feedback on some assignments through the comments feature. You will find those in the same place you submitted an online assignment on the right-hand side reading “comments.” I often attach drafts of documents here with tracked changes and comments; make sure you know how to view tracked changes and comments in Word if they are not automatically visible for you.

## **Technology**

It is recommended that you have access to a personal computer. With enough “legwork”, you can complete this course utilizing public access computers (libraries, labs, etc.)

**You will need to submit some assignments in .doc format. Use of Microsoft Word** is strongly encouraged instead of Apple’s Pages, Google Drive documents, or any other programs. If you do not have Microsoft Word, please visit the following page for instructions for how to download it for free: <https://www.uttyler.edu/it/office365/365-proplus-students.php>

## **E-mail**

Please check e-mail and Canvas **daily** on weekdays. Before asking a question via e-mail, always check the syllabus and recent Canvas announcements first. E-mail me using your patriot mail, **NOT** Canvas inbox messaging. I check e-mail 8-5 on weekdays and usually avoid it in the evenings or weekends. I will do my best to return emails within one business day and I expect a similar turnaround time from you. I get hundreds of emails a week. If you have questions concerning this course, please put PSYC 3350 in the subject line.

## **Course Catalog Description**

A survey of the applications of psychology to mental health, human relations, and social services.

## **Student Learning Outcomes**

### **Content**

At the end of this course you should be able to master course content (remembering and understanding) in major areas such as:

1. Students will gain a better understanding of mental health care careers.
2. Students will gain a better understanding of current issues in mental health case management and psychology related careers.
3. Students will learn practical skills needed to be an effective case manager in a mental health/social services setting.
4. Students will be exposed to different types of case management and resources/job opportunities in our community.
5. Students will be able to have a basic understanding of bachelor level careers as well as how to obtain a job in this area.

## **Course Policies**

### **Contacting Me**

**Personal meetings.** To meet with me, please attend one of my office hours. I will hold office hours virtually each week at the designated time or you can come to my office. Please email me if my office hours do not work and we can schedule another time to meet. You do not have to attend office hours if you do not need the help. The easiest way to get ahold of me is over email.

## Make-up and Late Work

Deadlines and times are firm. Late assignments will not be accepted or awarded any credit.

## Structure of Course

This course is online and taught asynchronously. This means that there is not a designated time that the class “meets.” You will be responsible for pacing yourself throughout. Each week on Monday at 8am, the next week’s module will open and you will be able to access the coursework, lectures, etc. You will not be able to complete more than that week. Once a week ends, the course will lock and you will be unable to access the quizzes/assignments to be graded.

*Transparency Statement: Please note that as a professor, I can see how long you are in your CANVAS modules, when you submit quizzes, how long it took you to complete quizzes and if your quizzes were completed at the same time as your peers.*

## Grading

The following table displays the number of points devoted to each type of assignment.

### Grade breakdown.

Assignment	Points	Number	Category Total
Resume	100	1	100 (18.5% of course grade)
Exams	100	2	200 (37% of course grade)
Discussion Boards	20	6	120 (22% of course grade)
Strengths Based Project	100	1	100 (18.5% of course grade)
Quizzes	10	2	20 (1% of course grade)
			<b>Total = 540 points</b>
Extra Credit	Varies	Varies	<b>12 max (2% in over all letter grade)</b>

## Final grades:

**A=90.0-100%, B=80.0-89.9%, C=70.0-79.9%, D=60-69.9%, F=0-59.9%**

***I do not round grades.*** You will have plenty of opportunities to earn points in this course and your final grade is one you earn. The last opportunity to earn points is the final exam day. If you have a concern about a grade at any time, please email me ASAP about your issue and type up the justification (with textbook or other evidence) for why I should count your answer I marked wrong. **Grade change requests without a full paragraph of written justification with evidence will be ignored.**

**Extra credit.** You may earn extra credit by participating in the following ways:

1. SONA research—for every hour of SONA research that you complete you will receive 2 extra credit points
2. Participation in the Psychology & Counseling Training Clinic—for every hour of counseling that you participate in you will receive 2 extra credit points. The clinic

requires that you participate in a minimum of 5 hours to receive credit. If by chance you are deemed “inappropriate” for the clinic, you will not be able to receive extra credit for counseling services.

3. **Exam extra credit**—I will have extra credit opportunities built into both exams. You can earn extra credit by answering a difficult question that requires understanding of the coursework that you have learned thus far. If your answer is correct, bonus points will be added to your overall course grade.

Please note the maximum amount of extra credit that you can receive is 12 points from counseling or SONA, or 2% of your overall grade.

**Assignments:**

1. **Quizzes:** I am using the term quiz lightly here. You will have two quizzes during this course. The first will be over the syllabus, during the first week of class. The second quiz will be on the last week of class, and you will be asked to provide feedback concerning the course and what you learned. These should be “easy” points for you!
2. **Discussion Boards:** Throughout the semester, you will be asked to complete 6 discussion board assignments. I will put you into small groups for this assignment. I will ask the group a question that relates to the topic of the week. You will have until Friday of the week to submit your answer to the discussion board group. You will also have to respond to someone else’s discussion board. Your initial answer and your response should be 200-300 words each. You will have until Sunday of that week to write your response to someone in your group.
3. **Strength Based Assignment:** You will complete a basic strength-based skills survey to assess what careers would fit you personally based on your perceived strengths. You will then follow the writing prompt that I give you in your CANVAS course. This assignment should be around 1-2 pages in length. A rubric will be provided on Canvas.
4. **Exams:** You will have 2 exams during this course. Exam #1 will cover weeks 1-7, and exam 2 will cover weeks 8-15. Your final will not be cumulative. Your exams will be over canvas and will not be timed. You will have until Sunday of that week to complete your exam.
5. **Resume:** You will create a resume for yourself help you become more marketable to your future, possible employers. This should be 1 page in length. A rubric will be provided on Canvas.

Course Calendar

Wk.	Dates	Topic	Assignments
1	August 23-29	Syllabus What is Mental Health Services?	Syllabus Quiz
2	August 30-September 5	BA careers: Clinical & Counseling	Discussion Board #1
3	September 6-12	BA careers: Clinical & Counseling	
4	September 13-19	BA careers: Case Management	Strength Based Project
5	September 20-26	BA careers: Case Management	Discussion Board #2

6	September 27- October 3	BA careers: Case Management	Discussion Board #3
7	October 4-10	BA careers: Case Management	Exam #1
8	October 11-17	BA careers: School	Discussion Board #4
9	October 18-24	BA careers: Legal & Forensic	
10	October 25-31	BA careers: I/O, Business	Discussion Board #5
11	November 1-7	BA careers: "Other"	
12	November 8-14	Grad Level Careers	Discussion Board #6
13	November 15-21	Getting into Grad School	
14	November 22-28	N/A	N/A
15	November 29- December 5	How to stand out on the job hunt & Resume	Resume
16	December 6-10	N/A	Exam #2 End of the semester "quiz"

Please note: Final grades are due on December 14, 2021.

\*Extra Credit Paper is optional

## University Policies

### UT Tyler Honor Code

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

### Campus Carry

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>

### UT Tyler is a Tobacco-Free University

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors.

Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products.

There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs, please visit [www.uttyler.edu/tobacco-free](http://www.uttyler.edu/tobacco-free).

### Student Rights and Responsibilities

To know and understand the policies that affect your right and responsibilities as a student at UT Tyler, please follow this link:

<http://www2.uttyler.edu/wellness/rightsresponsibilities.php>

### Grade Replacement/Forgiveness and Census Date Policies

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or <http://www.uttyler.edu/registrar>. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract. The Census Date is the deadline for any forms and enrollment actions that students need to be aware of. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refund for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (session changes, adding a new class, dropping without a "W" grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions for waivers through Financial Aid.

### **State-Mandated Course Drop Policy**

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date). Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

**Disability/Accessibility Services:** In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Tyler at Texas offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including non-visible a diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application. The **Student Accessibility and Resources (SAR)** office will contact you when your application has been submitted and an appointment with an Accessibility Case Manager. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.uttyler.edu/disabilityservices>, the SAR office located in the University Center, # 3150 or call 903.566.7079.

### **Student Absence due to Religious Observance**

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

### **Student Absence for University-Sponsored Events and Activities**

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least 2 weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

### **Social Security and FERPA Statement:**

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

### **Emergency Exits and Evacuation:**

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

### **Student Standards of Academic Conduct**

Disciplinary proceedings may be initiated against any students who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

(i) "Cheating" includes, but is not limited to:

- Copying from another students' test paper;
- Using during a test, materials not authorized by the person giving the test;
- Failure to comply with instructions given by the person administering the test;
- Possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes." The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
- Using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
- Collaborating with or seeking aid from another student during a test or other assignment without authority;
- Discussing the contents of an examination with another student who will take the examination;
- Divulging the contents of an examination, for the purpose of preserving questions for us by another, when the instructor has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
- Substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;

- Paying or offering money or other valuable things to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program, or information about an unadministered test, test key, homework solution or computer program;
  - Falsifying research data, laboratory reports, and/or other academic work offered for credit;
  - Taking, keeping misplacing, or damaging the property of U. T. Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and,
  - Misrepresenting facts, including providing false grades or resumés, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.
- (ii) “Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.
- (iii) “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignment offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.
- (iv) All written work that is submitted will be subject to review by plagiarism software.

### **College of Education and Psychology Vision and Mission and Program Standards**

**Vision.** The College of Education and Psychology is nationally recognized and respected for its academic programs and opportunities. It is a center of academic excellence, scholarly inquiry, and public service. The College prepares leaders to meet the critical challenges of the 21st Century, to make significant contributions to local and global communities, and to work toward individual and cultural equity.

**Mission.** The mission of the College of Education and Psychology is to provide a positive environment that fosters the acquisition of knowledge and skills. The mission is individually and collectively realized through a community of scholars that contributes to knowledge through scholarly inquiry; organizes knowledge for application, understanding and communication; and provides leadership and service. Additionally, the College is committed to affirming and promoting global perspectives, cultural diversity, and respect for individual differences as a means of enhancing learning, service, and scholarship.

### **UT Tyler Resources for Students**

- UT Tyler Writing Center (903.565.5995), [writingcenter@uttyler.edu](mailto:writingcenter@uttyler.edu)
- UT Tyler Tutoring Center (903.565.5964), [tutoring@uttyler.edu](mailto:tutoring@uttyler.edu)
- The Mathematics Learning Center, RBN 4021. This is the open-access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.
- UT Tyler Counseling Center (903.566.7254)

Note: this document is subject to change at the discretion of the instructor. Changes will be announced.