

# Department Manual, Operating Policies and Procedures

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## 1. Mission, Goals, and Objectives

### Mission

Our mission is to engage students in the discovery of knowledge in the social and behavioral sciences. The undergraduate programs emphasize broadening and deepening students' understanding of people, considered from the perspectives of the individual, group and society. An overarching goal is to engage students in the application of what they learn so that it enriches their personal lives, enhances their effectiveness in the workplace and stimulates their interest in pursuing responsible citizenship roles. The graduate programs in psychology build on the foundation of scientific discoveries in the core areas of the field and focus on the development of professional insights and skills necessary for becoming effective and productive practitioners, researchers, and instructors.

### Goals

Provide high-quality undergraduate degree programs and courses that meet the educational needs of the general student population and those with majors or minors in psychology, sociology, and social work.

Provide high-quality graduate programs that meet the educational needs of students who are seeking advanced training in psychology.

Promote and publicize the growth and accomplishments faculty and advanced students in their fields of expertise.

Share the knowledge and expertise of students and faculty with others outside the university community.

Incorporate innovation, technology and diverse instructional techniques into the curriculum.

### Degree Program Objectives

The department offers these degree programs:

Bachelor of Arts in Psychology

Bachelor of Science in Psychology

Bachelor of Arts in Sociology

Bachelor of Science in Sociology

Bachelor of Social Work  
Master of Science in Applied Psychology  
Master of Science in Counseling Psychology  
Master of Science in Industrial-Organizational Psychology

Each of the programs have five to ten student learning objectives that re reviewed and revised annually according to procedures described in the Institutional Effectiveness section.

## 2. Department Committees

### Department Peer Review Committee

The committee comprises three tenured faculty members who are elected by tenured, tenure-track, and full-time clinical faculty to serve three-year staggered terms. The chair rotates to the most senior committee member each year. The department chair conducts the election.

The term of the members runs from January 1 through December 31.

The committee conducts the annual review of faculty under the supervision of the department chair and in accordance with university guidelines.

The current (fall, 2013) members are:

- Dr. Kraig Schell (chair, term expires Aug, 2014)
- Dr. Bill Davidson (term expires Aug, 2015)
- open position (term expires Aug, 2016)

### Institutional Effectiveness Committee

The committee is composed of three members appointed by the department chair. The members serve indefinite terms. The committee develops, implements and revises the department plan for institutional effectiveness.

The current members are:

- Dr. Michelle Hanby
- Dr. David Sanders
- Dr. Tom Starkey
- Dr. Cheryl Stenmark

## 3. Faculty Roles

- A Faculty Senate representative is elected to serve a three-year term by a majority vote of full-time faculty. Dr. Tom Starkey's term began in FY 2012 and ends in FY 2014. The representative reports senate business to the faculty and solicits faculty input on matters under senate deliberation.
- Graduate program directors (Michelle Hanby, Cheryl Stenmark, and Kristi Cordell-McNulty) are appointed to serve indefinite terms by the department chair. They recruit and advise incoming students, maintain a modernized curriculum, track students' progress, select graduate/research assistants, serve on the Graduate Council, maintain the program Web site and oversees all aspects of program assessment.

- The First Year Experience Coordinator in psychology (Kristi Cordell-McNulty) is appointed by the department chair to serve an indefinite term. The responsibilities include establishing and maintaining a First Year Experience Program for psychology majors.
- Undergraduate internship coordinators (Johnny Burkhalter, David Sanders, and Ingrid Russo) supervise the field placement of students enrolled in internship courses.
- The psychology subject pool coordinator (Tay Hack) is appointed by the department chair for an indefinite term. The responsibilities include managing the Sona system and setting policies that enable faculty and student researchers to collect data and that enable instructors to receive accurate reports on participant's credit.
- The social work program director (Dr. Tom Starkey) is appointed by the department chair and serves an indefinite term. The responsibilities include overseeing all aspects of the program and maintaining compliance with accreditation standards.
- The Research Lab 205B coordinators (TBA) are appointed by the department chair for an indefinite term. The responsibilities include maintaining the facility's electronic and furnishings can designing and operating an effective procedure for scheduling activities.
- Teaching assistants (TA) supervisors (Kristi Cordell-McNulty and Crystal Kreitler) are responsible for selecting, training and supervising the work of the three teaching assistants.
- The Honors Program liaison (name) is appointed by the department chair and serves an indefinite term. The primary responsibility is to set course guidelines that enable Honor students who have majors in the department to meet their Honors Program requirements.
- The research publicist (Crystal Kreitler) is appointed by the department chair and serves an indefinite term. The person who fills this position collects, distributes, and publicizes information about the student and faculty research endeavors.

#### 4. Institutional Effectiveness

Records on the assessment and improvement plans of all programs in the department are maintained by the Department Institutional Effectiveness Committee (DIEC). The graduate programs and the undergraduate social work program are assessed by the program directors, who maintain the results and report them annually to the DIEC.

The sociology program is assessed by students' performance in the capstone course, SOC 4161, and the results are reported to the DIEC by the course instructor.

The undergraduate psychology program is assessed by an exit exam and other methods, and the results are reported to the DIEC. Policies for the psychology exit exam are set by the department chair and re described in this exit exam policy.

In addition to the procedures described above, the degree programs are assessed by mapping program goals with the assessment of course goals. The students' progress on course goals is measured each long semester with an IDEA form, a self-report instrument. The results and plans for improvement are retained in an electronic archive.

#### 5. Advising

Faculty members are expected to advise students during registration periods. They are usually scheduled to do so during office hours. The office coordinator maintains a list of times that faculty are available for advising in their offices, and he/she schedules the advising appointments. During the designated advising times, the faculty member who is on duty should leave his/her office door open so that students can stop by for advisement without an appointment. Typically, students are each advised by a faculty member who teaches in the student's major area.

## 6. Syllabus Guidelines

Course syllabi are expected to include the content listed below.

Information about the instructor: office location, phone number and e-mail address, office hours (10 hours per week).

Attendance policy

Course goals (including some from the IDEA list)

Criteria for determining course grades

Honor Code – Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding the Academic Honor Code.

Disabilities – People with disabilities that may warrant academic accommodations must contact the Student Life Office in the University Center, to request such accommodations prior to an being implemented.

For PSY 1303 and 2301 syllabi – Students are required to complete three hours of research experiences. For additional details, see the department’s “Research Opportunities” Web site menu item.

For syllabi of undergraduate PSY courses other than 1303 and 2301 – Indicate that extra credit will be offered for completing research experiences. For additional details, see the department’s “Research Opportunities” Web site menu.

## 7. Textbook Adoptions

Faculty members are responsible for ordering textbooks for their courses. They can do this in one of two ways:

1. Provide the department’s office coordinator with the necessary information to place the order:

Discipline

Course number and section

Enrollment

Textbook title, author, publisher, edition, ISBN #

2. Send your book adoptions directly at [0295@txt@fhcg.follett.com](mailto:0295@txt@fhcg.follett.com)

## 8. Make-up Exams

Faculty members are free to set their own make-up exam policies. However, the department does provide an optional service in this regard. Beginning the third week of classes, a graduate assistant is assigned to monitor an afternoon make-up exam session once a week. The session is scheduled from 1:30-3:30 p.m. Friday afternoons (the exact days and times are set at the beginning of the semester).

## 9. Research and Training Laboratories

The department maintains four research and training facilities:

The **Industrial-Organizational Psychology Lab** is located in the Jackson Street Lab on the east side of campus. Dr. Kraig Schell is the lead administrator of the facility, which provides general-purpose lab space with several computers, closed-circuit behavioral observation and a work area for industrial/organizational graduate students to conduct research projects. In the past, studies have addressed issues of human performance, error management and perception.

The **Experimental Psychology Lab** operates in two locations: the Jackson Street Lab and in Academic 215. It operates under the direction of Dr. James Forbes. Current projects investigate the psychological mechanisms that influence human decision-making across realms such as financial investments, college courses, and sports.

The **Social Perception Lab** is located in Room 215 of the Academic Building, and is operated under the direction of Dr. Tay Hack. Research focuses on the study of person perception and the various factors involved in impression formation. Students receive first-hand experience with the research process, and gain valuable information regarding social psychological research. Students in this lab learn several skills including ethics training, as well as conducting research in the role of experimenter. Other skills may include preparing experiment materials, data entry, and data analysis.

The **Educational/Developmental Psychology Lab** is located in Room 215 of the Academic Building and is under the direction of Dr. Kristi Cordell-McNulty. Current projects address college student issues such as motivation, social support, and persistence.

## 10. Adjustment in Teaching Loads

According to university policy, graduate courses count for 1.5 courses toward the normal teaching load for four courses per semester. As the schedule permits, the department chair adjusts the teaching load of faculty after they have completed two graduate courses, so that they may teach seven rather than eight courses during the academic year.

## 11. Honors Program

Students in the university's Honors Program are required to take one or two courses for Honors credit in their major. To fulfill this requirement, students must complete a regularly scheduled advanced course in their major and complete an Honors project in that course. This must be done with prior consent of the instructor.

## 12. Subject Pool in Psychology

In support of the research conducted by faculty and students, the psychology program maintains a subject pool. It operates by requiring students enrolled in PSY 1303 and 2301 to earn three credits of research participation (one credit per hour; half credit half hour) and by awarding extra credit to students in other PSY courses who serve as subjects.

Investigators who use the subject pool are required to post their studies in the Sona System after receiving authorization from the department Sona administrator, Dr. Tay Hack. When the research is being conducted by undergraduates, the supervising faculty member is responsible for posting the studies in Sona.

Investigators set the number of research credits awarded to participants according to the amount of time taken to complete the session: 1-30 minutes = .5 credit, 31-60 minutes = 1 credit, 61-90 minutes = 1.5 credits, and so on. Course instructors decide how the research credits convert into course points.

In any given semester, investigators who utilize the subject pool must finish collecting data no later than the Friday prior to Dead Week, at which time the Sona administrator will verify that no additional sessions are scheduled. Prior to Wednesday of Dead Week, investigators should complete the awarding of credit to participants (in Sona). These deadlines will permit instructors to clarify any discrepancies between Sona records and students' reports.

### **13. Graduate Programs**

#### **Graduate and Research Assistants**

The department currently has seven positions, the directors of the three graduate programs each appoint students to serve as a GA.

The assignment of GAs to supervising Faculty member is based on the recruiting needs of the program, the course workload of the faculty member and at the discretion of the department chair. One of the seven GAs is assigned to the Bachelor of Social Work program and is selected by the program director.

Graduate minimum pay information based on the student working a maximum of 17.5 hours per week:

fall or spring = \$3745

both fall and spring = \$7490

one summer term = \$1300

both summer terms = \$2600

fall, spring, both summer terms = \$10,090

#### **Work Responsibilities of GAs**

The responsibilities of GAs may include research activities as well as other duties, as described in the aforementioned document. They are allowed to make classroom presentations only with supervision from faculty. The contracts of GAs stipulate the maximum number of hours they are to work per week.

GAs are paid according to the maximum, even if they work less than that during some weeks. They should not be asked to exceed the weekly maximum to make up for weeks where they worked less. In addition to each working for a faculty member, GAs will also monitor make-up exams one afternoon per week for two hours, beginning the third week of the semester. This duty may be rotated among the GAs.

#### **Orientation of GAs**

Orientation information will be distributed by the program directors, supervising faculty and the office coordinator.

#### **GA Opportunities Outside the Department**

Many offices on campus hire GAs. The department chair will maintain a list of those offices and send them the applications of students who were not selected in this department. Typically, this will occur in July.

#### **Teaching Assistants**

The contract for teaching assistants (TAs) is \$11,095 and covers the fall and spring semesters. It is considered half-time employment and carries three important provisions:

1. TAs qualify for in-state tuition and employee benefits.
2. TAs may not have any other paid positions while serving as a TA.
3. TAs must enroll in at least six, but not more than nine, semester credit hours.

Teaching assistants are selected by the TA supervisors in April of the year prior to the appointment. The selection process involves a review of application forms and personal interviews. The TAs are trained and assigned work by the supervisors. Their primary responsibilities are to learn about all aspects of course delivery, attend one or more of the undergraduate courses taught by the supervisors, practice lecturing on selected topic and serve as discussion group leaders on Fridays. In addition, the TAs may be assigned to teach their own courses after being trained for one semester.

### **Graduate Faculty Development**

Graduate students at ASU pay a surcharge of \$20 per credit hour. Eighty percent of these funds are returned to the departments that generate the credit hours, as follows: each fall, the department receives an amount determined by the average number of graduate credit hours generated during the past year. Of the funds received annually in this department a small amount is set aside to support recruiting initiatives and is spent at the discretion of the graduate program faculty directors. The remaining funds are dispersed evenly among the faculty who teach graduate courses. Expenditures must comply with state and university regulations and be in support of graduate education.